

Imprint Dance Company Facility Rental Policy

The designated renter, as it appears on the rental form, is responsible for monitoring the conduct of all guests and enforcing room rental policies. The renter must be present the entire time of the rental. It is the designated renter's responsibility to advise any and all "co-hosts" of the rules and policies as set forth in this document.

GENERAL

1. All fees must be paid in full by the end time of use(unless otherwise stated). There is no security deposit required.
2. Additional items may be rented if requested prior to rental. Rental items requested are based on availability. If additional equipment is brought in from an outside vendor it must be approved by a Imprint Dance Company owner at least 24 hours prior to the event.
3. Guests are confined to the rented rooms as described by the Facility Rental Form except for restroom and Kitchen usage. Imprint Dance Company reserves the right to hold other functions in rooms not reserved by the renter.
4. Imprint Dance Company is a smoke free site. Smoking will not be allowed indoors or in parking lot.
5. Rental area will be available at the designated start time and not before. The rental area must be vacated at rental finish time (this includes all clean up). Failure to comply with rental start time and end time will result in additional rental cost.
6. All rentals must conclude by 11:00 PM requests for after hour usage may be considered by Imprint Dance Company.
7. Renter agrees to reimburse Imprint Dance Company for the total cost of damage to and/or replacement of IDC property and facilities for which the renter is responsible. Renter is also responsible for the extended costs which may include: exceeding the rental time period, exceeding the maximum number of guests, excessive clean up required by IDC personnel.
8. The sale of any items, including refreshments, must be approved by the Imprint Dance Company when booking the facility rental.
9. Imprint Dance Company reserves the right to deny a facility rental to any person or organization for any reason at anytime. Scheduled rentals can be cancelled by IDC due to unforeseen circumstances in which case a full refund will be granted.
10. Groups composed of minors (under 18 years old) must be under adult supervision at all time.
11. All preparation time (set-up time) must be included in your rental time and must take place immediately prior to your event.THE FACILITY WILL NOT BE AVAILABLE BEFORE THE RENTAL PERIOD STATED ON THE FACILITY RENTAL FORM.
12. Audio Equipment: There is audio capability via AUX cord in all rooms. CORD IS TO BE RETURNED TO FRONT DESK AFTER EACH USE. **DO NOT REMOVE AUDIO EQUIPMENT FROM ROOM.**