



General Information

- Event Rentals -

This document outlines basic information regarding **Joy of Motion Dance Center's** Event Rental service. Please contact a Studio Manager if you have any questions prior to officially declaring your interest by filling out our [Event Rental Request Form](#).

01. Spaces

Studio spaces vary in size, capacity, type of flooring, and hourly cost. This information can be found in our [Studio Rental Rates](#) document. Bathrooms, lobbies, and hallways are public spaces and are shared by other Joy of Motion students and/or tenants in the building. Please be courteous to all our neighbors.

The existing flooring of our studios is permanent and set up specifically for dancing. Changing of the flooring and/or the anchoring of items to the flooring is prohibited.

02. Rental Fees

The total cost of renting our facilities for an event can vary based on a number of items.

Fees consistent across all events:

- **\$100 Deposit** - Paid upfront, in-full to reserve desired space. This deposit is *non-refundable* unless the event is cancelled by Joy of Motion.
- **Hourly Rental Rate** - Any studio rented will be paid for by the hour. The hourly rate differs depending on the size of the studio booked. **Lower hourly rates are offered to those nonprofit organizations that can provide proof of their 501c3 status.*

Additional fees added to the total cost of your rental may include the following:

- **After-Hours Fee** - An additional fee of **\$25 per hour** will be added to the base hourly rate for any length of time that the event is scheduled outside of our regular hours of operation.
- **Overtime Fee** - An additional fee of **\$15** will be added for every set of 15 minutes that the rental exceeds their allocated time slot.
- **Instruction Fee** - An additional fee of **\$150 per hour** will be added for booking a dance class or movement instruction for your event with a Joy of Motion Faculty member.
- **Table Rental Fee** - An additional fee of **\$20** will be added for any folding table rented for the event, starting with the third table.
- **Chair Rental Fee** - An additional fee of **\$3** will be added for any folding chair rented for the event, starting with the sixteenth chair.
- **Projector Fee** - An additional fee of **\$30** will be added for the use of Joy of Motion's Projector. *This item can only be rented for events scheduled in Studio B of our Friendship Heights location.*
- **Wall Opening Fee** - An additional fee of **\$10** will be added to open the accordion wall to create one large studio. *This option is only available for events scheduled in Studios A & B of our Friendship Heights location.*

03. Rental Amenities

Each event will be provided the following amenities at no additional cost.

- 2 Folding Tables
- Up to 15 folding chairs
- Trash cans, and additional trash bags as needed
- Studio sound system capable of playback from a CD or auxiliary devices. **Devices must be able to connect to a standard 1/8 inch headphone jack.*

Other amenities can be added at an additional cost. (See section 02 for applicable fees)

- **Projection Capabilities*** - Epson PowerLite 8350 projector, VGA (Only available for events scheduled in Studio B of our Friendship Heights location).

**Joy of Motion does NOT provide a computer for projection playback.*

04. Event Staffing

Joy of Motion will provide a studio staff member for each event to perform the following functions.

- Setup of tables and chairs prior to event or during event as needed.
- Brief sound system tutorial and basic IT assistance
- Welcoming guests to the studio and directing them to the event.
- Basic clean-up after event, such as:
 - Removal of full trash bags to dumpsters
 - Removal of any folding tables and chairs utilized
 - Sweeping and/or mopping of the studio floor, as is appropriate based on the type of studio flooring.
 - Cleaning of studio mirrors

Joy of Motion staff are **NOT** allocated staff specifically for event rentals, and will be required to focus their attention on other studio operations, events and patrons, unless specific arrangements are made.

05. Payment and Cancellations

The following details provide an overview of our Payment and Cancellation policies.

- The non-refundable \$100 deposit must be paid upfront and in-full to secure the reservation.
- The total cost of the rental must be paid in-full seven (7) days prior to the scheduled event.
- Cancellations made by the renter, up to 48-hours in advance, are eligible for a full refund, not including the non-refundable \$100 deposit.
- Cancellations made by the renter, up to 24-hours in advance, are eligible for a 50% refund, not including the non-refundable \$100 deposit.
- Cancellations made by the renter, within 24-hours of the scheduled event, are NOT eligible for a refund of any kind.

06. Event Rental Agreement

The renter will be required to sign an Event Rental Agreement, outlining all details listed above and more, along with the particular arrangements for their event. This agreement will be signed by the Studio Manager who oversees the event's studio location. The renter will receive a copy of the signed Event Rental Agreement for their records.