



Samuel H. Scripps Studios: Space Rental Information

Please read through the contents of this packet for more information on making a reservation for a space rental at ADF's Samuel H. Scripps Studios. Photos of our space are available on our [website](#). For more information about availability, tours, etc. please contact Julia at **919-797-2871** or email studios@americandancefestival.org.

Features	Reinhart Studio	Myers Studio
Large windows, ample natural light	✓	✓
Full-length mirrors		✓
Observation windows with blinds	✓	✓
High quality sound system (compatible w/ CD/mp3/laptop/phone)	✓	✓
Upright piano	✓	
Dimensions	32' x 54'	22' x 44'
Capacity	28 (dancing) 35 (yoga) 115 (standard)	18 (dancing) 25 (yoga) 65 (standard)
Conference Room: Features include natural light, unique art, 12-ft table, 14 chairs, and a credenza.		

Rental Rates

Studio reservations can be made for a minimum of one hour. Subsequent time can be reserved by the ½ hour. Access to our balcony, lobby, restrooms, water fountain, and free parking is included with any rental.

Type of Reservation	Hourly Rate	
	REINHART STUDIO	MYERS STUDIO
Rehearsal or photo/video shoot* (Monday–Friday, 10-6)	\$30.00	\$20.00
Rehearsal or photo/video shoot* (After hours & Sat–Sun)	\$40.00	\$30.00
Class or workshop** (Monday–Friday, 10-6)	\$50.00	\$40.00
Class or workshop** (After hours & Sat-Sun)	\$60.00	\$50.00
Performance/Conference/Event	\$85.00	\$75.00
Birthday Party***	\$85.00	\$75.00
Use of Conference Room	\$25.00	

*If you are an independent local artist working toward a performance with recurring reservations, you may be eligible for a reduced rehearsal rate. Please email studios@americandancefestival.org to inquire.

**Class or workshop rental rates assume that you are charging admission for your event. If you are not charging participants, please let us know and you may qualify for a lesser rate.

**This rate allows you use of our yoga mats, props, and blankets

***Birthday Party rentals include use of the Conference Room and a free t-shirt for the birthday child (or adult). If you would like a dance instructor, it is an additional \$60.00 for one 45–60 minute class. We will help match you with an appropriate instructor from our faculty based on your preferences.



Samuel H. Scripps Studios: Space Rental Information (*cont.*)

Reservation Procedures

- A rental application and liability waiver are included in this packet of information. Please complete and return to request a reservation.
In Person: 721 Broad Street, Durham, NC 27705
 Mon–Fri: 10:00a-6:00p (*additional hours possible during term when classes are in session*)
 Saturdays: 9:30am–2:30pm (*during term*)
By Email: studios@americandancefestival.org
- After we receive your completed application and waiver, an ADF staff member will contact you within 2 business days to confirm your reservation.
- Your reservation will not be complete until full payment is received.
- **Please note:** Space is in high demand during June and July due to additional festival programming. It may take us an additional 2–7 business days during this time to respond and confirm depending on the nature of your request.

Payment

Once your reservation is confirmed, you may submit payment in one of the following ways:

- **In Person** (cash, check, card): 721 Broad Street, Durham, NC 27705
- **By Mail** (check only): American Dance Festival, Box 90772, Durham, NC 27708
- **By Phone** (card only): 919-797-2871

Refund/Cancellation Policy

If you cancel your reservation more than 48 hours in advance, you will receive a full refund. If the cancellation is made less than 48 hours before the reserved time, you will not receive any refund. If you need to cancel your reservation, please call 919-797-2871 **AND** email studios@americandancefestival.org.

Studio Policies

- Primary renter must be 18 years of age or older.
- All reservations are subject to current space availability.
- If you are renting for a dance or fitness class, it cannot be competitive with classes currently offered by the American Dance Festival at the Samuel H. Scripps Studios.
- Any renter using the studio must complete the provided liability release form. The renter assumes liability for all participants associated with their reservation.
- Only water in a plastic bottle/container is permitted in the dance studios. Other food/beverage items are not permitted in either studio. We have ample space for refreshments in our lobby and conference room.
- No rosin or powder substances are permitted on the studio floors.
- Shoes that have been worn outside, shoes with dark soles, heeled shoes, ballroom shoes, and tap shoes are not permitted on the studio floor. The only type of street shoes allowed are white-soled, clean sneakers.
- It is your responsibility to make sure the space is left in the same condition it was found. Any damage to the studio—by you or one of your participants—is the responsibility of the renter, and will result in additional charges.
- Smoking is not permitted anywhere in the facility, including the balcony.
- The use of the any rented space does not in any way imply endorsement or sponsorship of any event by ADF or ADF's Studios. Any publicity shall be designed to clearly and accurately display the name of the sponsoring group.



FOR ADF USE ONLY	
Date Received:	_____
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Hours:	_____
Total Cost:	_____
<input type="checkbox"/> Paid	<input type="checkbox"/> Scheduled

Samuel H. Scripps Studios: Rental Application

RENTER INFORMATION

Contact Name	Organization (if applicable)		
Street Address	City	State	Zip Code
Contact Number	Contact Email Address		

TYPE OF RESERVATION

1. What type of event are you planning?

- | | |
|--|---|
| <input type="checkbox"/> Rehearsal | <input type="checkbox"/> Video/photo shoot |
| <input type="checkbox"/> Dance or fitness class | <input type="checkbox"/> Birthday Party (includes Conference Room)
—> Age range of participants: _____ |
| <input type="checkbox"/> Other (please specify): _____ | —> Number of participants: _____ (max. 15) |

If you selected Birthday Party, do you need a dance instructor? Yes No
 Dance instructors are an additional \$60.00 for one 45–60 minute class.

If yes, do you have a class preference? Creative Movement/Modern Ballet Hip Hop No preference
 Other (please specify): _____

2. Which space would you like to rent? (check all that apply)

- Reinhart Studio Myers Studio Conference Rm.

3. Do you need the following? (check all that apply)

- Folding tables (3 avail.) Folding chairs (50 avail.)

SCHEDULING

Please indicate whether this is a one-time or recurring reservation, and list your ideal date(s) and time(s). Be sure to include enough time for set up and clean up when listing start and end times.

One-time reservation: Date(s) _____
 Start/Arrival Time _____ End/Departure Time _____

Recurring reservation: Date(s) _____
 Start/Arrival Time _____ End/Departure Time _____
 Start Date _____ End Date _____ Frequency _____
 (e.g., weekly, monthly, etc.)

Additional Notes: _____



Samuel H. Scripps Studios: Rental Liability Waiver and Agreement

I warrant and represent to American Dance Festival (“ADF”) that:

1. I am 18 years of age or older and have no knowledge of any medical conditions of any kind that would affect my participation in any activities in connection with my space rental at the Samuel H. Scripps Studios (“Studios”) in any way whatsoever.
2. I acknowledge that my participation in said activities is entirely voluntary and that I possess complete understanding of the risks involved in the activities taking place during my space rental.
3. I agree that I will not hold liable ADF or any of its licensees, agents, successors or assigns, the Studios, or any faculty member, or employee (collectively, the “Released Parties”) for injuries sustained, death, or illnesses contracted by me while a participant at the Studios.
4. I agree to release, indemnify, and hold harmless the Released Parties for all claims, suits, liabilities, damages, costs, expenses, and judgments arising from my acts or omissions which result in injury or damage or loss to any person, property, or party.
5. I agree to abide by the rules and regulations of ADF and the Studios where my space rental will be held. I have read and understand the refund policies and agree that I am only entitled to a refund under the terms and conditions specified. I understand that I am liable for any damages incurred during or resulting from my space rental.

With my signature, I have carefully read, understood, and approved ADF’s Liability Waiver, Refund/Cancellation Policies, and Studio Policies before signing, and I agree to be bound by all of their provisions. I understand and agree that everyone participating in my space rental will abide by the Studio Policies.

Signature

Date