



WELCOME TO CORE!

CORE is proud to offer our studio rental at half the rate of comparable venues. We are a not for profit organization and encourage you to get involved with CORE and our programming.

We will add you to our emailing list and you will receive our free monthly newsletter, as well as learn about upcoming CORE performances and workshops. Please “like” our FB page: www.facebook.com/COREstudiosDecatur and share your photos and class information there. We frequently post about our renters and encourage you to post as well!

Also, find us at:

www.vimeo.com/coredance

www.twitter.com/coredances

www.facebook.com/coredance

www.instagram.com/coredance

We also offer a free lunchtime performance series called Lunchtime in the Studio five times a year. This is a great opportunity to promote your classes by offering a free class voucher for our drawing. You can also meet the dancers of CORE Performance Company while enjoying a free lunch. Check our website for dates.

We are happy to include your class on our online class schedule and on our paper schedule that is posted outside the office and studio doors. However, promotional material not directly related to the renter’s use of the studio is not allowed.

Decatur offers free Wifi which you can access from your computer while you are in our space.

Lastly, we have several street addresses at CORE and a PO Box for mailing. Our studio door opening to the Downtown Decatur Square is 139 Sycamore St. Decatur, GA 30030 and our back studio door where our parking lot is located is 519 North McDonough Rd. Decatur, GA 30030. Our mailing address is PO Box 2045 Decatur, GA 30031 for rent checks or mailing contracts.

Sincerely,

Rose Caudle

Studio Manager

studio@coredance.org

CORE Performs. CORE Presents. CORE Connects.

CORE is committed to innovation, collaboration and artistic risk-taking through the creation, performance and presentation of contemporary dance. The internationally acclaimed CORE Performance Company is known for its riveting, passionate and unique work.

CORE P.O. Box 2045, Decatur, GA 30031-2045 V 404-373-4154 F 866-202-9156
www.COREdance.org

Studio Rental Agreement

POLICIES

1. **CORE Studio Rental Rate is \$29/hr.**
2. **Each tenant must pay a security deposit to receive a key to the studio and in order to be placed on the CORE Studio Calendar.** The deposit is equal to one month's rent. The deposit is refundable, but CORE may use the deposit for unpaid balances, which include but not limited to invoices and late or cleaning fees. **The deposit must be made with cashier's check, money order, or by pay pal.** If you are expecting a deposit reimbursement CORE only cuts checks on the 1st and 15th of every month.
3. **You will be invoiced for rent on the fifteenth (15th) of the month for rental time for the following month.** Invoices will be emailed on the 15th of the month, or the following business day, if the 15th falls on a weekend or holiday. It is the responsibility of the tenant to maintain a current email address with CORE to insure uninterrupted delivery of monthly invoices. Payments will be due on the 1st day of each month, and will be considered late after the 5th of the month. **A late fee of \$25.00 will be added to any invoice payment not received by the close of business on the 5th day of each month and the fee will be added to the following months invoice.** Payment of invoices may be made by check, money order, or by pay pal. (To pay via paypal visit www.paypal.com and make a payment to studio@coredance.org. Pay as "Family" so the credit card fee is charged to you). It is the responsibility of the tenant to mail or hand deliver payment so it will be received by the 5th. If the tenant has not received an invoice by the 15th day of the month, it is the tenant's responsibility to contact CORE about the balance owed. The balance owed will remain due on the 1st, and will be late after the 5th. CORE is not responsible for misdirected or undelivered mail, and will not waive late fees for such occurrences. If you dispute the balance owed, you must contact CORE **immediately** to resolve the dispute. Disputed amounts will remain due on the 1st and late after the 5th. If the balance due is proven to be in error in favor of the tenant, any overpayment will be credited to their account for the following month's invoice. **If the event happens within the same month of the contract start date the full amount must be paid up front with your deposit.**
4. **Invoices Past-Due more than 30 days will result in immediate removal of the tenant from the schedule.** Any Tenant who has an invoice outstanding by more than 30 days will be required to remit the full payment due before being returned to the schedule. If a tenant has been removed for non-payment, their schedule times will become available for other tenants.
5. **Returned checks will result in immediate removal from the class and rental schedule.** Any payment returned to CORE by the bank on which it is drawn will result in a returned check fee of \$50. Any Tenant who has had a check returned will be required to remit the full payment due plus the \$50 fee before being returned to the schedule. The full payment plus the \$50 fee must be paid by cashier's check, money order, or by pay pal. If a tenant has been removed for a returned check, their schedule times will become available for other tenants. Any tenant who has had a check returned will be required to pay all future billings by cashier's check, money order or by pay pal.
6. **Loss of studio privileges.** Any tenant who habitually fails to remit invoices in a timely fashion will be subject to the loss of studio renting privileges.
7. **Studio Access/Keys.** Tenant will be issued 1 (one) key to access the studio. **Under no circumstances shall any duplicate keys be made.** If it is found that tenant has had duplicate keys made, tenant will

become subject to **immediate removal and forfeiture of all deposit monies paid**. If additional keys are needed by a tenant, approval of such request is solely at the discretion of CORE, and additional deposits may be required. The tenant will be charged \$150.00 for the loss of the studio key.

8. **Tenants are responsible for renewing contracts once their rental term ends.** Tenants advise of their schedule for renting the studio on the last page of this contract. If a tenant would like to keep that time beyond the end date specified it is their responsibility to contact the Studio Manager in order to sign a new contract with extended dates.
9. **Scheduling requests are processed on a first-come, first-serve basis.** Due to increased activity in our studios, and a high volume of studio rentals, CORE Studios will honor scheduling requests on a first-come, first-serve basis. Studio time will be considered "reserved" and will be recorded in the studio calendar **ONLY** after payment has been made in full (including the security deposit).
10. **Changes or additions to any tenant's established schedule requires written notice (email or written note).** Email is studio@coredance.org. Any requests for a schedule change will incur a **\$15.00 change fee per schedule change**. This applies to changes of dates and times that have already been set onto the schedule. If you want to add studio time, and there is space available, these additions will **not** incur a change penalty but will incur a rental fee for time scheduled.

***NOTE:** Unused rental hours may be rescheduled within the same month for the change fee and only if space is available. This includes all rental hours unused due to local, state and federal holidays.*

***NOTE:** There may be occasions when CORE will need to ask a tenant to change studios. We will give you as much notice as possible if a move or a reschedule will occur. No Change Fee will be incurred.*

11. **Unauthorized use of studio.** Tenant has use of the studio space (including lobby areas) for the **exact time scheduled and paid for**. Any use of the studio prior to, or following the scheduled time period without appropriate compensation to CORE is considered **theft** and can result in **immediate removal of tenant and forfeiture of all deposit monies paid**. If you need extra time to set up or conclude your class you will need to add this time to your usual schedule. Any tenant who may deny another tenant full use of their time due to **failure to vacate** studio promptly shall be considered in violation of rental agreement and is subject to **immediate removal of tenant and forfeiture of all deposit monies paid**.
12. **Studio Temperature.** CORE Studio heating and cooling units are **not** commercial units and will overheat or freeze if used inappropriately. CORE has set the "Run Schedule" temperature to a reasonable temperature for the season. We ask that when you leave you reset the unit to "Run Schedule."
13. **Cancellation of contracted use of studio prior to end of rental agreement in full or in part,** tenant shall give 60 days' written notice of intent to cancel use of studio email is acceptable, but requires confirmation by recipient to be considered as notice. If notice is given in less than 60 days then tenant will pay 25% of remaining rental and **in both cases tenant will lose their deposit**.
14. **Return of Studio Key.** Tenant must return keys no later than 30 days from the final paid use of the studio. It is the responsibility of the tenant to arrange a time to meet with the studio manager to return the key. The tenant will be charged \$150.00 for the loss or for unreturned studio keys.

CARE OF STUDIO

Studio rental **includes**, and **is limited to**, use of the studio and sound equipment located at 519 North McDonough Street (A.K.A.139 Sycamore St), Decatur, Georgia 30030.

- Tenant may not assign nor sublease the studio without the prior written consent of CORE.
- The entry and exit door to the studio building is the single glass door on North McDonough Street, regardless of which studio you will be using. The double glass doors leading to Sycamore Street and the MARTA station are for emergency exit only.
- Do not prop parking lot door open with a brick, etc. This is a security violation and could result in losing your ability to rent the space.
- Do not leave the parking lot entrance door unlocked during or after your scheduled time.
- Parents and guardians who are waiting for a student enrolled at the studio must supervise any children in their care, and will be held responsible and charged for any damages that child/children inflict(s) upon the studio, equipment, property or surrounding areas.
- Tenant will be responsible for the security and general cleanliness of the studio, property and surrounding areas; to care for the facility and equipment with due respect for its maintenance and preservation.
- Smoking is not allowed in the studio.
- Food or beverage is not allowed in the studio. Water is the only exception.
- Tenant will be charged for any damages that occur to the studio, equipment, property or surrounding areas in connection with tenant's use or misuse of the studio, property or surrounding areas.
- Tenants who leave the space in disarray will be charged a \$25 clean-up fee per violation.
- Tenants who continue to abuse the space may have their tenancy terminated.
- Turn off all lights when you leave except for the security lights that remain on 24 hours per day.
- CORE is **not responsible for any personal items left in the studio**. Please be sure all personal items are removed from the studio when you exit the space.

- Please make sure that both the internal upstairs studio door and the parking lot entrance door are closed and locked before you leave.

Tenant Acknowledgement and Release

Once you have read the policies and understand your responsibilities and accountabilities please initial and sign.

- _____ I agree to adhere to the rental agreement and studio policy
- _____ I agree to pay \$29 per hour rate and the amount equal to one month's rent (my highest rental month) as my deposit amount
- _____ I agree to care for the facility, equipment and property with due respect for its maintenance and preservation
- _____ I agree to use the studio only at the agreed upon dates/times, to notify CORE office of any changes in this agreement or any unusual circumstances that arise
- _____ I agree to return any keys issued upon completion of this agreement
- _____ I agree to the extent permitted by law, to indemnify and hold harmless CORE and its employees from and against any and all losses, claims, liabilities, and expenses, including reasonable attorney fees, if any, which CORE may incur in connection with Tenant's use or misuse of the studio, studio equipment, property or surrounding areas.

Tenant Signature _____ Date _____

Print Name _____

Studio Manager Signature _____ Date _____

Print Name _____

Failure to adhere to the above rules will result in forfeiture of your use of the studio

space and require the immediate return of all keys.

Tenant Information

Name _____ Date _____
Company _____

Billing Information

Name (if different) _____

Address _____

City _____ State _____ Zip code _____ Day Phone

() _____ - _____ Evening Phone () _____ - _____

Email Address _____

Class/Event Information

Contract Start Date _____ **Contract End Date** _____

Instructor/Coordinator _____

Downstairs or Upstairs studio (PLEASE SPECIFY) _____

Class/Event Type _____

Day(s) Requested _____

Time(s) Requested _____

(Number of Hours a month) _____ times Rate \$29/hr = _____ Deposit

CORE printed and online Studio Schedule Form

Do you want this Class/Event to appear on the CORE printed and posted online Studio Schedule? **Yes No**

If so please supply the contact name and number to be listed along with the Class/Event. **This information will be posted publicly.**

Name of Class/Event _____

Downstairs or Upstairs (or both, please specify!) _____

Time of Class/Event _____

Number () _____ - _____

Email and/or Website _____

CORE

Key Application

only necessary for new renters

Date: _____

Name: _____

Company: _____

I acknowledge receipt of ____ key(s) to CORE facilities. I agree to not duplicate the key in any way, and agree that I will be responsible for the cost of rekeying the CORE facilities if I am found to have made a duplicate key. I accept responsibility for security during the time I use the studio and agree not to let anyone else use the key(s) under any circumstances. I understand that I must return the key in order to have my security deposit refunded and accept that the security deposit will be used for any unpaid balances, which include but not limited to invoices and late fees.

Signature of key holder: _____

Authorized by: _____

Date: _____

To be completed upon return

Date returned: _____

Initials: _____ (CORE representative)

_____ Studio Key (Renters)

_____ Studio Key (Glass doors for CORE staff only)

_____ Closet Key