

**Andy**  
**3000 Fenkell Street Detroit**  
**CORNER STUDIO RENTAL POLICIES**  
Updated 5/2019

## **BOOKING SPACE**

- There is a 48 hour cancellation policy for rehearsals, and one-month for all other uses. In the event that the deadline is not met, the renter can request credits. Credits must be used within 3 months. If the renter does not elect or use credits the unpaid amount is due to Andy.
- Renter understands that rates are different for auditions, showings (even informal ones), and photo or video shoots, and agrees to use space for the agreed on use.
- Andy reserves the right to cancel renter's individual rehearsals or to terminate rental relationship at its discretion.
- Do not consider any request as booked until you've received confirmation directly. Once we confirm your request, you are held responsible for the booking.

## **PAYMENT**

- For classes and rehearsals payment is due at the time of each use or in advance. Payment can be made on site in the form of cash or check, or paid online via PayPal at [www.andyarts.org/online-payment](http://www.andyarts.org/online-payment). When paying check or cash, put your payment in an envelope marked with your name, date and time of use on it and place it in the in-studio mail box. Make checks out to Shua Group Arts (the 501(c)(3) organization which manages Andy).
- For performances, video shoots, workshops, class series and social events the renter will receive an invoice by email. Payment can be made online or by check. Checks can be mailed to Shua Group Arts 3000 Fenkell St. Detroit, MI 48238.

## **USE OF SPACE**

- Your safety and the security of the studios are of the utmost importance to us. NEVER PROP OPEN the exterior doors. *Be sure your colleagues have a cell-phone number to contact you upon their arrival.*

- Please do not give the lock code to others; this increases security risk at Andy.
- Contract signer MUST be present at rehearsals, and the last to leave.
- Do not use any object that will scratch the floor.
- Sound system. Turn on the amplifier first, then the small mixer. The volume knob is on the lower right. We have one i-phone adaptor in the wood box on the table. If you use this please put it back in the box when leaving.
- When leaving:
  - If you have dirtied the floor sweep it with the dust mop
  - Turn down heat to 50 OR turn up AC to 75.
  - Turn off lights and sound system. Instructions are on the cart.
  - Be absolutely sure door is closed behind you.
  - If you parked in the fenced lot, close the gate and put stone in front of it when you leave.
- Take all garbage with you.
- No props or personal materials may be left after your booked time.
- If something is wrong (i.e., the heat isn't working or there's a similar problem) please contact our emergency numbers immediately, posted here and on our website.
  - For Emergencies Only: 201-993-9668/ 917-476-7278 / 607-342-0982
- Show respect for the bathrooms by keeping them clean.
- No candles, incense, or open flames of any kind.
- No use of glitter or powder, ever.
- Andy reserves the right to enter the studio (to retrieve equipment or quietly show the space to new renters) during any rehearsal or class booked. We will knock, wait a few moments, and then enter discreetly.
- The person who signed the rental agreement MUST be present at all bookings under their name.

- Andy or Shua Group Arts will not be held accountable for lost or stolen articles, or for personal injury incurred on the premises.