



## Studio Rental Rates and Booking Policy for Divine Inspirations Center for the Arts (DICA)

### Rental Rates:

#### *General Public Rates:*

- **Main Dance Studio:**
  - \$85 per hour (up to 3 hours)
  - \$75 per hour for 4+ hours

#### *Special Discount for DICA Members:*

- **Main Dance Studio:**
    - \$70 per hour (up to 3 hours)
    - \$65 per hour for 4+ hours
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### Booking Policy and Procedure:

#### 1. Eligibility and Rental Inquiries:

- The facility is available for rental by individuals, groups, organizations, and businesses.
- DICA members receive a discounted rate on all rentals.
- Submit rental inquiries at least **two (2) weeks in advance** via the online booking form or by contacting the DICA office directly.

#### 2. Rental Requests and Confirmation:

- All rental requests are subject to approval based on availability and the nature of the event.
- Approved rentals will receive a confirmation email and a rental agreement outlining the terms and conditions.

### 3. **Payment and Security Deposit:**

- A **50% deposit** is required at the time of booking to secure the reservation.
- Full payment must be made **three (3) business days** prior to the event date.
- A **refundable security deposit** of \$100 is required to cover potential damages or excessive cleaning needs. The deposit will be refunded within **five (5) business days** after the event if the space is returned in good condition.

### 4. **Cancellation Policy:**

- Cancellations made more than **seven (7) days** before the scheduled event will receive a full refund of the deposit.
- Cancellations made less than **seven (7) days** prior to the event will result in the forfeiture of the deposit.

### 5. **Rental Duration and Access:**

- Rentals include setup and breakdown time. Additional time needed beyond the reserved period will be charged at the applicable hourly rate.
- Access to the facility is allowed **30 minutes** before the scheduled start time for setup purposes.

### 6. **Usage Guidelines:**

- Renters are responsible for leaving the space clean and in its original condition.
- No smoking, alcohol, or illegal substances are permitted on the premises.
- Any decorations, equipment, or fixtures must be approved in advance.
- Sound levels must be kept at a reasonable volume to respect neighboring tenants.

### 7. **Liability and Insurance:**

- Renters are liable for any damages to the facility or equipment during their rental period.
- DICA may require proof of insurance for certain events or activities.

### 8. **Contact Information:**

- For questions or further assistance, please get in touch with us at **571-365-1287** or **info@sodivineinc.org**

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Thank you for choosing Divine Inspirations Center for the Arts. We look forward to hosting your event!