Dance Institute of Washington  
Rental Request Form

Dance Institute of Washington  
Rental Policy

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Available Rental Space:</th>
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<tbody>
<tr>
<td><strong>Studio A</strong></td>
<td>28’-5” x 50’-7”</td>
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<tr>
<td><strong>Capacity:</strong></td>
<td>80 youth or 70 adults (dance), 80 people (seated)</td>
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<tr>
<td><strong>Details:</strong></td>
<td>Sprung marley floor, mirrored wall, piano, rolling sound system (CD player &amp; iPod), temperature control</td>
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<tr>
<td>Support space:</td>
<td>Shared lobby and Men's/Women's restrooms with dressing space</td>
</tr>
<tr>
<td><strong>Capacity:</strong></td>
<td>80 people (seated)</td>
</tr>
<tr>
<td><strong>Details:</strong></td>
<td>1,430 sf</td>
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</table>

| **Studio B**     | 28’-5” x 33’-8”          |
| **Capacity:**    | 60 youth or 50 adults (dance), 30 people (seated) |
| **Details:**     | Sprung marley floor, mirrored wall, piano, rolling sound system (CD player & iPod), temperature control |
| Support space:   | Shared lobby and Men's/Women's restrooms with dressing space |
| **Capacity:**    | 50 adults (dance)         |
| **Details:**     | 950 sf                    |

| **Studio C**     | North wall 32’-0”         |
| **Capacity:**    | 60 youth or 50 adults (dance), 30 people (seated) |
| **Details:**     | Sprung wooden floor, mirrored wall, rolling sound system (CD player & iPod), temperature control |
| Support space:   | Shared lobby and Men's/Women's restrooms with dressing space |
| **Capacity:**    | 50 people (seated)        |
| **Details:**     | 1,020 sf                  |
| **East wall**    | 20’-0 ½”                  |
| **South wall**   | 33’-1 ½” (+ 10’-8 ½” bar wall + angled wall) |
| **West wall**    | 32’-7 ½”                  |

| **Conference Room** | Capacity: 12 seated, 30 standing |
| **Details:**        | 1 large table, 12 chairs |
| **Return Application to:** |
| Dance Institute of Washington |
| 3400 14th Street, NW - Washington, DC 20010 |
| Phone: (202) 371-9656 x1000 |
| Fax: (202) 371-9686 |
Request a Rental

Fill out a Rental Request Form and email or fax to:

DIW Staff contact
Mark Anthony
Manthony@danceinstitute.org
Phone: 202-371-9656
Fax: 202-371-9686

Organization Name: _______________________________ Zip: _______ Ward #: _______
Mailing address: ___________________________________ Zip: _______ Ward #: _______

Federal I.D. Num: _______________________________ Title: __________________________
Contact Person: _______________________________ Official Phone: __________________
Official Phone: _______________________________ Official Fax: ___________________
Organization E-mail Address: ____________________ Website: ______________________
Alternate Contact Name: _________________________ Title: _________________________
Phone: _______________________________ E-mail: __________________________

Rental Information
Please check the space(s) you are interested in renting.
☐ Studio A
☐ Studio B
☐ Studio C
☐ Conference room
☐ Mezzanine

Please list the date(s) and time(s) requested.
For the all spaces please include load-in/load-out times of at least 15 minutes on either end.
Preferred Date(s): _______________________________ Time(s): ______________________
Preferred Date(s): _______________________________ Time(s): ______________________
Preferred Date(s): _______________________________ Time(s): ______________________

_________________________________________  ______________________

Description of Rental Use (please explain, with detail, how you plan to use the facilities.
Attach an additional sheet if necessary)

Audition  X  Rehearsal  _____  Performance  _____  Conference/Lecture/Reception  _____

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
Other Information (equipment required, special needs, etc)

Schedule – Estimate of hours of space use: ________ Start Time: ________ End Time: ________
First person working will arrive at: ____________________________
Last person working will leave at: ____________________________
Load-in/Set-up Begins at: ____________________________________
Use hours: ________________________________________________
Load-out Begins at: _________________________________________
Load-out Ends at: __________________________________________
Total number of hours in studio: ______________________________

Equipment needs (Indicate yes or no)

Sound equipment (equip. provided by renter) _______________________
Video (equip. provided by renter) _________________________________
Chairs (specify number needed) _________________________________
Tables (specify number needed) _________________________________
Dance floor _________________________________

Other Requirements (Provided by renter.)

Refreshment sales (specify type): _______________________________
Merchandise sales (specify type): _______________________________
Usher(s) (specify number): ___________________________________
Who is responsible for set-up and break-down?
If organization holds liability insurance, please provide insurance company contact information: ________

Reception
Facility needs: Ticket Desk ☐ Coat check ☐ Display Area ☐ Registration Desk ☐ Food/Drink ☐

Facility must be returned to its original condition by renter.
All trash and other equipment removed by end of event by renter.

Please describe any additional needs:
Pianist for Ballet portion of audition

How will event/class be publicized:

What public contact information will you be using?

_________________________________________________________
Terms & Conditions

Please initial below indicating that you/your organization will be able to agree to the below conditions.

_____ Payment. A rental security deposit ($200) is due when the agreement is signed. Payments may be check or money order only.

_____ Scheduling. All rentals must have an executed agreement between DIW and the renter at least 14 calendar days in advance of the rental. Performance rentals and rentals that do not take place during DIW’s normal hours of operation will require a three hour minimum and the renter will be charged the fee for persons required to open and close the school.

_____ Cancellation/ Rescheduling. Cancellations must be given thirty (30) days in advance. If said notice is not given the full rent shall be paid by the renter to DIW. Regardless of when notification of cancellation is given, the first rental payment is non-refundable upon any cancellation by the renter. For renters with a current rental agreement, a request for additional use of space must be made in writing at least seven (30) days in advance of desired use. Written approval notice must be received from a DIW representative for use of space to be permitted.

_____ Insurance. All renters must submit a Certificate of Insurance naming DIW Real Estate Holding Corporation as an additional insured and maintain said insurance through the term agreement. This should have liability coverage of no less than $1,000,000.00 which covers the premises.

_____ Staffing. The renter will notify DIW of the instructor or contact each class period, rehearsal, workshop, etc. The main entrance will be kept locked at all times. Renters are required to cover additional staff costs, as appropriate.

_____ Publicity. The renter must provide all print and online publicity materials to DIW before materials are made public. DIW reserves the right to review any and all publicity material produced in conjunction with the use, including print and online publicity, to ensure it is accurate and meets the brand standards and integrity levels established by DIW. All material associated with the event should include the DIW logo, address and standard acknowledgment language, as defined by DIW.

_____ Studio Expectations. Renters will diligently maintain the dance studio and support areas of DIW including: removing all personal and group belongings from the studio; turning off all equipment and lights; and leaving the studio and support space tidy. No street shoes are allowed in any of the studios. [Ballet shoes ONLY in Studio A/B. Tap, ballroom, sneakers allowed in Studio C]. No food or drink (except bottled water) is allowed in the Studios A/B. No food, drink or bottled water allowed in Studio C. Groups with minors (under 18) must provide adult supervision at a ratio of 1 adult to 15 minors.

_____ Shared Space Expectations. All renters must respect that DIW is a shared space. The lobby, hallway and restrooms are to be shared by all users. Renters should be aware of their noise level in the studio and shared space. Due to the shared use of the building, certain forms of percussive dance may be limited to certain hours. Dancers may change in the assigned restrooms. Dancers may bring a lock and use the designated lockers as available. Lockers are for temporary use only. Belongings may not be stored longer than on class/workshop/rehearsal time. No personal belongings should be left unattended as DIW is not responsible for lost or stolen belongings. Adults waiting to pick up minors from class, rehearsal, etc must wait in the designated lobby space downstairs.

Requested by: __________________________________________ Signature: ____________________________ Date: ____________________