

DANCE X CHANGE

Studio Space for Rent

6885 Washington Ave South, Edina, MN 55439

Owner: Karla Palmersheim 952-996-9686 karla@dancexchange.org



Studio A

Studio B

Studio C

- Roughly 34' by 26' (964 square feet)
- Sprung marley dance floor (Stagestep Timestep top floor)
- 30 linear ft. of mirrors on one wall and 24 linear ft. of mirrors on the windowed wall
- 2 long and 10 short portable barres available
- JBL Partybox 300 bluetooth speaker

- 66.5' by 20' (1330 square feet)
- Padded marley dance floor measures 54' by 20' (1080 square feet)
- 24' of single level barre
- 36 linear ft. of mirrors spaced out to cover 54' of dance floor
- & JBL Partybox-on-the-Go bluetooth speaker with wireless microphone

- 36' by 20" (720 square feet)
- Sprung marley dance floor (Stagestep Timestep top floor)
- 24 linear ft. of mirrors on the windowed wall
- 2 long and 10 short portable barres available
- Sony SRS XP-500 bluetooth speaker

- Located on the Edina/Eden Prairie border. 5 min. from EP Center, 10 min. from Southdale
- Lounge is available for all renters and visitors.
- Cubbies for personal items are available in Studio A and in the hall outside of Studios B & C.
- A kitchen is available for use by all groups with a sink, two small refrigerators and a microwave.
- 3 single-stall bathrooms are available for use by all renters as well as a drinking fountain with a water bottle refilling station.
- All rooms have high-powered speaker systems with auxiliary input for iPods, smart phones, iPads, laptops, etc. and Bluetooth capabilities.
- Lightning chargers compatible with newer Phones and most ipads are available in all rooms. Please bring your own chargers for any other phone or tablet type. We recommend marking your charger in case it is left behind.
- Portable barres (12 total) and tumbling mats (10 total) are available for use in all rooms.
- Folding chairs and tables are available for extra seating and special events.
- A bulletin board is available at the top of the stairs for all renters to post advertisements and info.

DANCEXCHANGE RENTAL POLICIES: PLEASE KEEP THIS POLICY INFORMATION FOR FUTURE REFERENCE. YOUR USE OF DXC SPACE INDICATES YOUR FULL AGREEMENT WITH ALL DXC POLICIES AND FEES.

1. Rental Rates Per Room

a. Non-event rentals

- **Classes, private lessons, rehearsals, etc. with 30 or fewer participants and no food or beverages besides water.**
- **\$30/hour per room.** All rooms are the same rate.
- Minimum rent plus the key deposit, **\$200 total**, is due at least **one week prior** to your first rental. Once your deposit and minimum rent is paid, you will receive a set of keys for the studio. We will contact you to set up a time to obtain keys and review opening and closing procedures.
 - Minimum \$150 rental (5 hours). No refunds are given for rental of fewer than 5 hours/\$150.
 - \$50 Key Deposit is due one week prior to your first rental. Key deposit (\$50) will be refunded within 5 business days from our receipt of keys.

b. One-Time Rentals, Variable Day Rentals (non-event)

- Additional rent (beyond the first \$150) is due by or on the day of each rental.

c. Recurring Rentals

- Pre-pay monthly by the first of each month.
- PayPal invoices are emailed on or around the 20th of the month prior.

d. Event Rental

- \$50/hour: Rent is charged at the event rate if any of the following apply:
 - Attendance exceeds 30 participants in one room (participants include anyone utilizing dance floor space for any reason)
 - Food or drinks are served beyond water
- The full rent for your event plus a \$200 key/damage deposit is due at least one week prior to your event. Damage deposit will be refunded to you minus any cost of damage or cleaning (see sections 6, 7, 9 & 10 for more information).
- We will do our best to accommodate events whenever possible, however, our priority is our Recurring Rentals. We are often unable to accommodate events even if the space is available, since our staff needs to ensure it is fully ready for our Recurring Renters' use.

e. Payment for all rental types

- Payment may be dropped in our on-site dropbox, mailed (6885 Washington Ave South Edina, MN 55439) or paid via PayPal or Venmo (@danceexchange).

2. Reservations

a. How to reserve space (first rental)

- Fill out the "Studio Reservation Form" (this form will be emailed to you when you are ready to book).
- Pay your Key Deposit & Minimum Rental (\$200 total) via PayPal, Venmo, cash or check **at least one week prior to first rental.**
- Meet Karla at DXC to review opening and closing procedures and receive keys.
- Reservations are subject to availability. Check the Studio Calendar on our website for space availability.

b. Reservation policies

- Reservations must be made by a person 18 years of age or older. This person will serve as your group's contact person.
- Rent must include any breaks of less than one hour.
- Reservation must include set up and clean up time.
- Additional Rent will be charged for the following (rounded to the nearest quarter hour):
 - Entering class area more than 15 minutes prior to reserved time for any reason (hallways, kitchen and lounge are not included in class area)
 - Using stereo systems 8 minutes or more before or after reserved time
 - Instruction, performing, videoing or exercising 8 minutes or more before or after reservation (individual stretching or warming-up is allowed within 15 minutes of reservation but cannot be instructor-led)
 - Room use of any type 15 minutes or more following your reservation
 - Any use that overlaps with another group's reservation

c. Reserving additional space

- Reservation requests can be emailed to karla@dancexchange.org or texted to 952-996-9686 at any time.

3. Past Due Payments (all rental types)

- A 10% late fee will incur for rent and/or fees more than 10 days past due.
- Accounts must be current for additional reservations to be added to the schedule.
- Accounts over 6 months in arrears are subject to collections proceedings at the expense of the contact listed on your online rental agreement and/or the person(s) responsible for making payments to the account.

4. Cancellations

a. Fall/Winter/Spring (Sept.1 through May 31)

- Reservations not canceled prior to rental start time are charged the total rent due for the time reserved (see Section 4c for weather-related cancellation policies).

b. Summer (June 1 through Aug. 31)

- DXC does not refund or credit cancellations for summer reservations on or after June 1 of each summer season for any reason with the exception of rescheduling rentals or weather-related cancellations.

c. Weather-related cancellations (all rental types)

- A credit will be applied (to the next month's invoice for Recurring Rentals) only under the following conditions:
 - Edina, Hopkins or Eden Prairie Schools close, plan a weather related late-start or early release for that day. and/or
 - The weather forecast calls for any of the following within 4 hours of your rental:
 - a. 6 inches or more of snowfall at DanceXchange within 24 hours before or during your rental.
 - b. Temperatures lower than -20°F (before wind-chill) during your rental.
 - c. Severe Thunderstorm or Tornado Warning within 4 hours of your rental.

- It is your responsibility to provide proof of the school closing or weather report to karla@dancexchange.org prior to your weather-related cancellation. If prior notification is not received, you will be charged in full for the rental.

5. Recurring Rental Policies

a. Reservations

- If you are a Recurring Renter, your weekly times are reserved for you through the end of each season (see below for season dates).
 - Please provide DXC via email with all dates you will not use your regularly reserved days/times and any extra rental dates/times **prior to the start of each season**.
 - Recurring reservations will be adjusted for the remainder of the current season for any rental that exceeds reserved time (before or after) by 15 minutes for 2 consecutive weeks. In order to revert to the original reserved timeframe, rentals must begin and end on time for 4 consecutive weeks. Please email karla@dancexchange.org to request a reversion to the original reservation time.
- Please specify the end date of your rental. Space reservations will expire at the end of each season and need to be re-submitted as follows:
 - Fall/Winter/Spring
 - a. All reservations expire at the end of the day on May 31
 - Summer
 - a. Requests due by April 1
 - b. Summer dates start on June 1 or the date you specify on your request (if available)
 - c. Summer dates expire at the end of the day on August 31
 - Fall/Winter/Spring
 - a. Requests due by May 1
 - b. Fall dates start on September 1 or the date you specify on your request (if available)
 - c. Fall/Winter/Spring rentals expire at the end of the day on May 31

b. Recurring Rental Adjustments

- Adjustments made to recurring rental invoices must be received **prior to the 1st** of each month. It is highly recommended to send adjustments at the beginning of each season, or as soon as you know them so that they are included on your original monthly invoice.
 - Any adjustments received on or after the 1st of the month will be credited to the next month's invoice for no more than 20% of your originally invoiced amount. All recurring renters owe a minimum of 80% of their originally invoiced amount each month (see section 5d).
 - If monthly payments are current, your regular rental dates and times will be reserved for you until the end of the season (see season dates above).
 - Recurring rental times may be forfeited at DXC owner's discretion if you take more than 4 consecutive weeks off unpaid and another renter is interested in that day/time. You will be given 14 day's notice to pay for the unused space or forfeit that day/time.

- **Accounts 30 days or more in arrears are subject to loss of recurring rental dates and times to waitlisted groups with current accounts.**
 - Accounts over 6 months in arrears are subject to collections proceedings at the expense of the contact listed on your online rental agreement and/or the person(s) responsible for making payments to the account.
- c. Discounts
- Recurring Renters who have paid for and used at least 30 hours of space in one season at DXC are eligible for rental discounts at DXC's discretion based on use and exemplary space maintenance. In order to be eligible for a discount, all of the following must apply:
 - Renter must have regular recurring rentals (same day and time each week) of at least 1 hour per week for 80% of the time period.
 - No late payments for 30 hours of rental and use. Payments are considered late if received after the 10th of the month.
 - All Cleaning & Space Maintenance policies must be followed. No violations within 30 hours of use (see Section 9)
 - Accounts must be current for discounts to apply. Any account over 30 days in arrears will be reverted to the base rate (plus any late fees) until the account has been current for 30 hours of rental and use.
- d. 80% Minimum Rent for Recurring Renters
- Schedule adjustments can be made throughout the Fall/Winter/Spring Season; however, you are responsible for a minimum payment of 80% of each month's originally invoiced amount.
 - Example: You are scheduled for 20 hours in December and only use 15 hours due to holiday schedules and/or weather. You will be charged for 16 hours (80% of 20 hours) since the original invoice was for 20 hours.
 - Weather-related cancellations are subject to the 80% rule for Recurring Renters. Since DXC must pay rent for the space regardless of use, you are responsible to pay at least 80% of the hours you committed to for each month even if you cancel for unsafe weather (see section 4c).
 - If you wish to cancel any future reservations during the Fall/Winter/Spring Season (partial or full cancellation), 30-days notice must be emailed to karla@dancexchange.org.
 - a. Upon cancellation notice, your canceled days and times will be made available to the public.
 - b. As a Recurring Renter, you are responsible for 80% of originally invoiced rental and fees incurred through the 30-day cancellation period.
 - DXC does not refund or credit cancellations for any summer reservations on or after June 1 of each summer season with the exception of rescheduling a class or weather-related cancellations (rescheduled class must be in addition to regularly scheduled classes).

6. Event Policies

a. Set-up & Clean-up

- You are responsible for all set up and clean up related to your party/event. Any additional clean-up necessary will be completed by DXC staff following your event at the rate of \$25 per hour. If less than 8 hours of cleaning is needed after your event, no repairs are needed and keys have been returned, any remainder

of the deposit will be refunded within 30 days after your event. If clean-up takes longer than 8 hours or there are supply or equipment charges associated with cleaning after your event, you will be charged \$25 per hour and the full cost of supplies/equipment due within 60 days of your party/event.

1. Repair costs related to any damage will be billed and due within 60 days of your event.
2. All outstanding cleaning and repair fees must be paid in full to book another event at DXC.
3. Event Cancellations
 - a. Event cancellations less than 72 hours prior to your reservation will incur a \$20 per reserved hour fee. Event reservations not canceled prior to rental start time are charged the total rent due for the time reserved (see Section 4c for weather-related cancellation policies).

7. Keys

- a. Each renter/group will be provided with one set of keys once your key deposit has cleared. Additional key sets are \$20 each.
 - Please allow at least one week email notice to obtain additional sets of keys.
 - Please provide DXC with the names, emails and phone numbers of key holders.
- b. DXC staff will meet once with your contact person to show opening and closing procedures on-site. It is your responsibility to ensure that EACH person opening and closing from your group has been shown all procedures including how to lock and unlock the main entrance.
- c. Keys are non-transferrable without prior written authorization from DXC and should not be duplicated under any circumstances.
- d. Keys must be returned to DXC within one week of your final rental or after 3 months of inactivity.
 - Keys can be mailed to the studio: 6885 Washington Ave. S., Edina, MN 55439 or left on-site in the payment drop box.
 - Please email karla@dancexchange.org when you have dropped off or mailed keys.
 - Your \$50 key deposit (\$20 deposit for additional sets of keys) will be refunded within 30 days of DXC's receipt of keys.

8. Opening and Closing DXC

- a. DanceXchange is not regularly staffed. It is your responsibility to unlock/lock the facility for each use.
 - i. If special arrangements need to be made for a DanceXchange representative to be on-site to open or close the studio for any reason, a \$25 administrative charge per occurrence (each opening, closing or per hour if DXC rep. needs to stay on-site for your event) will be added to your rental total.
- b. The building owners take care of plowing, shoveling and de-icing. However, they may not always make it to our part of the building before your rental. **In case of snow or potential ice, it is your responsibility to leave enough time to ensure the entrance is ready for your guests/clients.** Shovels and ice melt are available in the closet under the stairs. If we are low on ice melt, please email karla@dancexchange.org right away. DanceXchange is not responsible for snow/ice removal and waives all liability for snow or ice-related injury.

9. Cleaning & Space Maintenance

- a. DXC is cleaned multiple times per week. If additional cleaning is needed after your rental, your account will be charged \$25 per hour for labor and the full cost of any equipment and/or supplies. If damage occurs as a result of your use of DXC space, the contact on your rental agreement and/or account is fully responsible for all costs related to repairing the damage.
- b. If you arrive for your rental and the space is not in proper condition or you notice anything that needs attention, please contact Karla@dancexchange.org right away. Anything left amiss after your rental will be your responsibility unless you notify Karla during your rental or prior to the next group's rental start time.
- c. To use DXC space, all renters are expected to leave the space clean and return ALL moved items (including chairs and fans) to their original locations. Cleaning supplies are available in the storage room across the hall from the kitchen.
- d. **Please be considerate of the next group and take care of the following after each rental.**
 - Sweep studio floor if any participants had their hair unsecured. Hair clogs our vacuums and prevents us from cleaning the floors after each day of classes.
 - Clean smudges or handprints on mirrors. Mirror cleaner and paper towels are available in all studios. It is your responsibility to ensure that the mirrors are smudge free after EACH rental.
 - Trash must be in garbage cans and lost and found items need to be hung on hooks or tucked into cubbies.
 - **All perishable trash items must be removed from the premises.**
 - Clean any messes left at the end of your rental.
 - Mop any spills on dance floors.
 - Spills on carpeting must be vacuumed and/or cleaned with carpet cleaner.
 - Return all items and furniture to their original positions.
 - Turn off all lights (including all lamps). Make sure the hallway and lounge lights are off if you are last to leave.
 - Turn off all fans and stereo systems.
 - Return thermostats to their basic settings (68°F for heat and 74 °F for A/C). Under no circumstances should the A/C be turned on if the outdoor temperature is less than 70°F .
 - Set thermostat fans to AUTO after each rental.
 - Lock Studio A Studio B and the main entryway doors.
 - If another group is still in the studio or our downstairs neighbors are present, you may leave the front entryway unlocked.
 - You may leave the door to Studio B unlocked if another group is using the coat hooks, hallway and or waiting room. Please communicate directly with the other group to make sure they know you have left any doors unlocked or lights on.

10. Fines from Building Landlord

- a. If proper closing procedures are not followed and any fines are imparted by the building owners, Bee Kay, LLC. Fines will be billed directly to your group. Groups with past due Bee Kay fines are not allowed to use DXC space.
- b. The following are examples of infractions for which Bee Kay reserves the right to fine DXC renters:
 - Lights left on
 - Doors not locked upon closing

- You will be billed directly and in full for any damage occurring from doors unlocked or improperly closed after your rental.
- Thermostats set improperly
 - a. If improper thermostat use results in damage of any kind to the facility and/or the HVAC unit, the contact person listed on your rental agreement or online rental request will be assessed the full cost to rectify any resulting damage.
 - b. Bee Kay may also charge for excess utility usage from improperly set thermostats.
- Fans, lamps and/or stereo systems left on
- Presence of pests due to food trash left on premises
 - a. Bee Kay will charge for fruit fly removal and traps.
 - b. If trash attracts pests beyond fruit flies, the group responsible will be sent the bill from the extermination company.
- Front door propped open
 - a. This can lead to pests and excess utility usage. If you are unsure how to keep the front door unlocked, please call your group's contact person or 952-996-9686.

11. Signs and Advertisements

- a. All renters may post advertisements or information related to your group on the purple bulletin board just outside Studio B or in the grass adjacent to the DXC parking lot to help guide clients to our location. Placement of any other signage requires written permission by DanceXchange ownership. Any signs placed without permission will be removed at the renter's expense.
- b. Please contact Karla via email to place a sign near or on Washington Ave. Signs placed near or on Washington Ave. without permission from Karla will be removed at the sign owner's expense.
- c. Any signs that are broken, faded or not placed evenly are subject to removal.

12. Waiver of Liability

- a. DanceXchange is not responsible for any loss or injury occurring on our premises. Please encourage your clients to keep valuables in their sight at all times.
- b. You are encouraged to hold your own business insurance in the case of injury or loss related to your rental.
- c. **Your use of DXC space indicates that you waive all liability from DXC, The Dance Xchange, Inc., Karla Palmersheim or Bee Kay, LLC (building owners) for any loss or injury of any type occurring on DXC/Bee Kay, LLC property.**

Please note: We are a latex and fragrance-free facility. Please use non-latex balloons. Only cake candles are allowed; no scented candles are permitted.

DanceXchange Contact Information:
Karla Palmersheim, owner
karla@dancexchange.org 952-996-9686

In case of an onsite emergency, call 952-996-9686 twice AND leave a message. If you do not hear back from Karla within 5 minutes, call Joseph at 612-850-9157.