

Studio Rental Guidelines

Thank you for choosing Broadway Dance Center! For a seamless experience, please review our updated rental guidelines due to COVID-19.

- No walk-ins, all renters must submit a rental request form prior to use.
- All rentals must be paid in advance at the time of booking. You will need to make a MindBody account and have a credit card on file to process the booking. No financial transactions will be processed onsite.
- **Before your arrival:**
 - Complete our mandatory online health declaration form on the day of rental not prior. **Link here:** <http://www.broadwaydancecenter.com/hf>

All people present for the rental must fill out the health form.

- **While you are in BDC:**
 - A studio representative will take your temperature.
 - Street shoes must be removed before entering a dance studio.
 - Face coverings must always be worn at all times. You may only remove the face covering if you are in a studio alone. If there is more than one person in the studio, you must observe social distancing of 6ft. and wear a face covering.
 - Studio capacity limits are fixed, please do not add additional participants to your rental unless approved in advance.
 - The shower and locker room facilities are closed. However, you will have a designated restroom for your use.
 - No unannounced visitors are allowed on the premises.
 - On-site staff of Broadway Dance Center will be the only people permitted to set-up and touch in-studio tech/equipment (if you have booked equipment along with your studio space at an additional charge).

- Should you breach these terms you may be liable for any damages to our equipment and subject to charges (including but not limited to: computers, cameras, sound mixers, auxiliary cords, etc.)
- **Rental Cancellation Policy:**
 - If you need to cancel or change your booking, that is permitted if done at least 24 hours in advance of the rental start time. If emailing to cancel less than 24 hours, there is no refund and you forfeit your payment.
 - Please email Rentals@bwydance.com to cancel your space, no calls please.
- **For Rentals at the West 45th Street Location**
 - Mon-Fri: Please enter at 321 West 44th St and take the elevator to the 3rd floor.
 - Sat-Sun: Please enter at 322 W45th St.
- **For Rentals at the West 65th Street Location**
 - Please enter at 37 West 65th St and take the elevator to the 3rd floor.

If you have any questions or concerns, please reach out to Rentals@bwydance.com