



Northern Lights School of Dance Studio Rental Policy

Date Approved: October 20, 2025

Date Revised:

Policy

1. Northern Lights School of Dance (NLSD) will make its studios available for rent for purposes outside of its own programming, as a community service, and to offset its own operational costs.

Renters

2. A renter is a paying or non-paying user of the facility, who is a:
 - a. "Student", meaning a student currently enrolled in NLSD's child or youth programs, including a graduate until August 31 of their graduation year.
 - b. "Instructor", meaning an individual currently under an employment or service contract with NLSD, but excluding an individual under a contract with NLSD only as a substitute instructor.
 - c. "Public Renter", meaning an individual or organization who is not an instructor or a student.

Availability

3. The highest priority for studio use is to support NLSD's regularly scheduled classes and rehearsals ("NLSD core activities") associated with NLSD-sponsored productions.
4. Re-scheduling of NLSD core activities for the purpose of accommodating a paid rental is not permitted, except in exceptional circumstances, such as for emergency measures.

Rate

5. NLSD shall charge an hourly rate in accordance with Schedule A, which may be amended by a decision of the Board.
6. The Executive Director or the Board may waive or alter the fees on a case-by-case basis, such as where there is a benefit to NLSD or the public.

Permitted uses

7. Renters shall be required to disclose the purpose for which the studio will be used.
8. Renters shall not be permitted to conduct illegal activities.
9. NLSD may decline to rent the studio to a potential renter if:

- a. The proposed use offends the reputation of NLSD, including its reputation as a tenant within the neighbourhood;
 - b. The use interferes with NLSD's operations, or directly competes with NLSD's core programming;
 - c. The renter has previously violated any term of a rental agreement;
 - d. The renter has previously violated NLSD's policies; or
 - e. Such proposed rental is not beneficial to NLSD, in its opinion.
10. Instructors are required to adhere to this policy where the proposed use is unrelated to the duties outlined in their employment or service contract with NLSD.

Student rentals

- 11. A student rental will be posted as a fee in Jackrabbit.
- 12. A fee for student rental is due at the time the rental is booked and is considered overdue as of the occurrence of the rental.
- 13. A student rental may be refunded as follows:
 - a. Full refund if cancelled prior to one full week (7 days) before the scheduled rental time.
 - b. 50% refund if cancelled between one week and 24 hours before the scheduled time.
- 14. Cancellations within 24 hours, or no-shows will not be refunded.
- 15. Any overdue payment, even for a cancelled booking, will remain on the student's account as monies owed to NLSD.
- 16. A student rental shall only be for a purpose related to the student's dance education. A parent or guardian may rent a studio on the student's behalf for other purposes.
- 17. A student must be accompanied by a parent, guardian, or other adult identified as an emergency contact in Jackrabbit for the duration of the rental period.

Public and Instructor Rentals

- 18. A public or instructor rental will be invoiced and considered due at the time of booking.
- 19. A public or instructor rental is not considered booked until full payment is made.
- 20. A public or instructor booking may be refunded as follows:
 - a. Full refund less 10% if cancelled prior to one week (7 days) or more before the scheduled time.
 - b. 50% refund if cancelled between one week and 24 hours before the scheduled time.
- 21. A public or instructor rental will be refunded in full if NLSD cancels the booking.
- 22. NLSD may enter into alternative procedures to sections 16 to 19 for ongoing and multi-day rentals.
- 23. A public or instructor rental will be subject to the terms and conditions in Schedule B and to any additional terms and conditions specified in the rental agreement.

**Schedule A
Fees**

Studio rental (per studio)	
NLSD student	\$20/hour
Instructor (for personal or professional use other than instruction of a NLSD student)	\$40/hour
Public	\$50/hour
10 or more consecutive weeks or recurring events	Up to 10% discount on public rate
Full day (calendar day) or multi-day rental	\$300/day

Schedule B
Terms and Conditions

1. The studio is not liable or legally responsible for any injuries or accidents that may occur to the renter or the renter's guests.
2. The renter may enter the facilities up to 15 minutes before the reserved time frame for preparation, facility inspection and equipment drop off, provided they are not disrupting the previous rental.
3. Access to the space outside of the booked rental period is prohibited.
4. The renter is responsible for any and all guests on the premises before, during, and after their rental.
5. All activities including cleanup will conclude no later than the end of the rental period.
6. The renter is responsible for any damages to the studio caused by the renter or their guests.
7. The renter and guests will wear only clean, non-marking, indoor shoes, dance shoes or socks on the studio floor at all times.
8. The renter and guests will not cause lotions, powders, liquids or gels to touch the black floor.
9. The renter and guests will not cause the discharge of any scented products within the studio or in any other area of the facility within the rental period.
10. All property and equipment of the renter will be removed from the studio at the scheduled end time of a rental, except by prior written agreement by NLSD.
11. NLSD is not responsible for objects left behind by a renter.
12. The renter may not use equipment in the studio, in particular equipment owned by other renters, except with explicit written permission from the equipment owner.
13. Occupancy of each studio will not exceed 150 persons.
14. The renter will make guests aware of all emergency egress points from the studio.
15. The renter will ensure all windows are closed and locked before leaving the studio.
16. The renter will leave the studio in the same condition as it was in at the start of the rental period.
17. The renter will sweep the studio at the end of the rental period, and conduct any cleaning required to return the studio to the condition it was in at the start of the rental.
18. NLSD maintains general liability, fire, and property insurance. However, NLSD's insurance does not cover or protect against loss of the renter's property or damage or injury to a renter's guests or their property. Therefore, the renter is responsible for obtaining liability insurance covering the rental period.
19. Live animals are not permitted on the premises, except service animals.
20. NLSD staff may enter the studio at any time during the rental period.
21. Smoking, vaping or open flames are prohibited within the building.
22. Consumption of drugs or alcohol is prohibited within the building, and extension of the building including outside (ie. entrances and exits and in the parking lot).