



Studio Rental & Use Policies

ODC, through its Company, School and Theater, is dedicated to the lifecycle of the artistic process. ODC's mission is to inspire audiences, cultivate artists, engage the community, and foster diversity and inclusion through dance.

ODC is a 501(c)3, not-for-profit organization. We are a producer, presenter and educational center with deep roots in San Francisco and the Mission District. Our two-building campus has six dance studios, three performance spaces, a Town Hall, two conference rooms, a Healthy Dancers Clinic, and Pilates Studio. Most spaces within the campus are available for rental.

ODC Theater's mission is to be the West Coast's premier venue for all contemporary performing arts, a home for the cultivation, nurturing and support of practicing artists.

ODC Theater supports new work by commissioning, presenting, mentoring and providing space access to artists. Founded in 1975 as one of three ODC programs, the Theater incorporated as its own 501(c)3 in 2001 to support the realization of the venue's discrete goals. The Theater also operates under ODC board governance.

This rental policy document is a guide for the rental process and outlines the policies that are in place to accommodate our community and ensure the integrity of ODC programs and services.

Please read this document thoroughly as it contains answers to the most commonly asked questions.

Studio Rental & Use Policies

1. Booking

Space is booked up to **2 months in advance**. For example, requests for March can be submitted in early January, for April in early February, etc.

- All requests must be submitted through our online [request form](#). For questions regarding your rental, please email studiorentals@odc.dance. Phone requests are not accepted.

2. Rates

Rental rates differ according to the studio and planned use. Our current rates are available online [here](#).

- **Peak rates** are Monday through Friday after 4:00pm, Saturday and Sunday
- **Off peak rates** are Monday through Friday before 4:00pm

3. Payment

Payment is due no later than **upon arrival** unless other payment plans have been made in advance. Credit Card payments are accepted at both the ODC Commons Front Desk and Theater Building Side Door. Renters are required to store a credit card on file in case fees are accrued. No charges will be made without the renter being notified. If you would like to pay with cash or check, please make your payment at the ODC Commons Front Desk.

4. Cancellation Policy

Cancellation policy for studio rentals is as follows:

Up to 7 days prior to rental:	Full refund
Less than 7 days prior to rental:	No refund

- No-shows will be charged the full rental fee.
- Renters using less time than originally reserved, without cancelling in advance, will be charged the full rental fee.
- ODC reserves the right to cancel a reservation for any reason up to 24 hours in advance and in that event, ODC will credit the renter's account for the cancelled time.
- ODC reserves the right to remove any renter from the building if the renter is in violation of any of the Studio Rental Policies.

5. Use

- **Renters are not permitted to hold classes or workshops** – this includes free classes as well as classes for which fees are being charged – without prior written permission from the Director of the ODC School and the Director of Rhythm & Motion. Please contact studiorentals@odc.dance for more information and contact information.
- ODC is a multi-use facility with concurrent happenings in two buildings. Renters and their attendees are restricted to use of their booked space and do not have access to other ODC spaces including but not limited to hallways, stairwells, administrative offices, and common areas within ODC except in emergency situations or with the explicit written consent of ODC staff.
- Studio activities are typically booked back to back. Help us stay on time by promptly beginning and ending your rehearsal period. All renters and their attendees **must vacate the building immediately after the rental period**.

6. Studio Access and Guidelines

Check in

- All renters **must check in** with a Client Relations Associate at the ODC Commons Front Desk or Theater Building Side Door prior to proceeding to a rented space.

Equipment

- All studios are equipped with a sound system for renter's use. If the volume level interrupts other building activity or puts speakers at risk, you will be asked to lower the volume.
- Renter may bring all reasonably necessary personal equipment and supplies for rehearsal, but may not store or leave any items after rental period. ODC is not responsible for any personal property that may be stored or left on the premises.
- Pianos may **not** be moved without making prior arrangements.
- If the renter requires additional staffing, equipment or set-up (chairs, tables, etc.) of studio space, it is the renter's responsibility to pay for the necessary ODC staff time at a rate of \$25/hour.

Restrictions

- No food or beverages, except water in closed containers, are permitted in any studio.
- Street shoes are not allowed in our dance studios.
- Bikes are not permitted in all ODC buildings. There are bike racks outside of each building accessible to renters and students. ODC does not provide bike locks.
- Smoking is prohibited in all ODC buildings and is not allowed within 20 feet of all entrances.
- Flammable special effects, candles, incense, open flame, smoke machines, hazers, dry ice, or any other kind of atmospheric effects are **not** permitted anywhere on the ODC campus. The use of any of these items will result in a \$250 fee.

Safety & Security

- To maintain safety, all exterior and interior doors must remain closed at all times. Doors must not be propped open. Once the first warning has been given, a \$50 fine will be charged for leaving the door open.
- Waiting or lingering in the stairwells, hallways or vestibules of the theater building is strictly prohibited.

Exiting the studio

- The Client Relations Associates will give a 10 minute warning before the building closes.
- Please respect building closing times by promptly vacating the studio by the end of your rental period. Staying past your rental end time will result in a \$50 penalty fee.
- Studios must be restored to the exact condition they were in before your rental. Any ODC equipment moved during your rental must be moved back. Any trash must be removed and disposed of in the receptacles provided. This includes tape or other substances left on the floor/mirrors/property or any unauthorized activity that alters the room and requires staff to restore it in any way. Should you leave a studio in a condition other than how you found it, you will be charged a \$50 penalty fee.

Available Spaces

ODC Dance Commons

351 Shotwell Street between 17th & 18th Streets

Studio B

- Event capacity – 330 standing, 240 seated
- 50 ft. X 61 ft.
- Theatrical sound and light system
- Retractable bleachers with seating for 94
- Light grey Marley floor
- Mirrors, barres, retractable drapery
- Upright piano
- No street shoes high heels, or black soled shoes

- ***Studio B is rented for both rehearsals and performances. For information on performance rentals, contact jesse@odc.dance. For rehearsals, email studio rentals@odc.dance.***

Pearl Argyle Ballet Studio

- Event capacity – 220 standing, 180 seated
- 48 ft. X 44 ft.
- Wood beamed ceiling
- Second floor studio with natural light from windows and skylights
- Light grey Marley floor
- Curtained mirrors, barres
- Baby grand piano
- No street shoes, high heels or black soled shoes

Fisher Family Studio

- Event capacity, 220 standing
- 51 ft. X 41 ft.
- First floor studio with pyramid skylight
- Sprung hardwood floor
- Curtained mirrors, barres
- Upright piano
- No street shoes

Jack H Skirball Dance Studio

- Event capacity, 220 standing
- 44 ft. X 44 ft.
- First floor studio with observation windows
- Natural light from windows
- Hardwood floor
- Curtained mirrors, barres
- Upright piano
- Suitable for tap, clogging, flamenco
- No street shoes

Feintech Studio

- Event capacity, 165 standing
- 51 ft. X 31 ft.
- First floor studio
- Brown Marley floor
- Curtained mirrors, barres
- Upright piano
- No street shoes, high heels or black soled shoes

Commons Conference Room

- Looks out into our Japanese garden and features a stationary handcrafted board table with seating for up to 20
- Pull-down projection screen
- *Please note: Within the conference room are housed two offices that are likely to be accessed at any time of day. The kitchen near the conference room is for staff only.*

The ODC Dance Commons is open 365 days a year. The building is open roughly 8:30am-10pm Monday through Friday and 8:30am-6:30pm Saturdays and Sundays.

Available Spaces

ODC Theater Building

3153 17th Street at the corner of Shotwell Street

(Entrance to studios is on Shotwell Street)

B.Way Theater

- *The B.Way Theater, our main theater space, is rented for performances/events only. For more information, contact jesse@odc.dance.*

Studio LP

- 34 ft. X 22 ft.
- Light grey Marley floor
- Mirrors and barres
- Upright piano
- Natural light from one wall of east-facing windows
- No street shoes, high heels or black soled shoes

Mott Family Studio

- 34 ft. X 22 ft.
- Hardwood floors
- Natural light from one wall of east-facing windows
- Suitable for tap, clogging, flamenco
- No street shoes
- No mirrors

Chris Hellman Studio

- 29 ft. X 22 ft.
- Hardwood floors
- Mirrors and barres
- Natural light from one wall of east-facing windows
- Suitable for tap, clogging, flamenco
- No street shoes

Theater Conference Room

- 34 ft. X 16 ft.
- Natural light from one wall of east-facing windows
- 3.5 ft. X 6.5 ft. movable conference table with seating for 6-8
- Additional tables & chairs available
- Carpeted, suitable for non-dance rehearsals

The ODC Theater building studios are open 10:30am-9:45pm Monday through Thursday; 10:30am-8pm Fridays; 9am-4pm Saturdays; and 9am-2pm Sundays.

The above information, as well as **hourly rates**, is published on the ODC web site (<https://www.odc.dance/studiorentals>).

All studios have sound systems with CD players and auxiliary hookups.

All studios have seating blocks; some may have folding chairs.

Contact Information:

For questions regarding studio rentals, please email studiorentals@odc.dance.

For performances and event rentals, contact Jesse Hewit, ODC Theater Programming and Operations Manager

jesse@odc.dance

415-863-6606, ext. 8532

Please visit the ODC web site:

www.odc.dance