



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 eight dance studios, three performance spaces, a Town Hall, one conference room, 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. By renting at ODC, you agree to these policies.

Studio Rental & Use Policies

1. Booking

Space is booked up to **1 month in advance**. For example, requests for April can be submitted in March, for May in April, etc.

- All requests must be submitted through our online [request form](#). For questions regarding your rental, please email frontdesk@odc.dance or studiorentals@odc.dance. ODC uses email to ensure every request is tracked, recorded, and responded to in order of receipt, and to provide equitable support access to every applicant. Phone requests are not accepted.
- The [ODC studio schedule](#) is available to view online and is subject to change.
- Spot bookings can be made through the front desk within approximately 7 days of the requested time. To request a spot booking, please email frontdesk@odc.dance or call (415) 863-6606.

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, and all open hours on Saturday and Sunday. *We will allow a grace period of up to half an hour if the rental starts during off-peak times and continues into peak times, but does not go past 4:30pm.*
- **Off peak rates** are Monday through Friday before 4:00pm.

3. Payment

Effective for rentals on or after March 1st, 2023, ODC will require pre-payment for all studio rentals fourteen days in advance of the reservation (or at the time of booking if space is booked less than fourteen days prior to the use of space) unless other payment plans have been made in advance. Any pending reservation that is not pre-paid with a credit card or previously established credit balance on the account fourteen days prior to the date of use, will be canceled. Renters are required to store a credit card on file in case fees are accrued. No future reservations may be confirmed while the balance is deemed excessively overdue in the opinion of ODC. No charges will be made without the renter being notified.

4. **Cancellation Policy**

Cancellation policy for studio rentals is as follows:

Up to 7 days prior to rental: Full refund to account credit

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 canceling in advance, will be charged the full rental fee.
- ODC reserves the right to cancel a reservation for any reason up to 7 days in advance and in that event, ODC will credit the renter's account for the canceled 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.
- Renters are allowed to teach private lessons with prior written permission from the Rentals Manager. Private lessons are defined as **3 students or less** and are not eligible for studio rental discounts. Please contact studiorentals@odc.dance for more 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.**
- **Free Meetings** in the conference commons room are available upon request. Free meetings must be requested at least **15 days** in advance and are not to be used for rehearsal, personal practice, etc. Email studiorentals@odc.dance for qualifications and limitations.

6. Studio Access and Guidelines

Check in

- All renters **must check in** with a Client Relations Associate at the ODC Commons Front Desk prior to proceeding to a rented space.
- All renters of the Theater Building must check out a key from a Client Relations Associate at the ODC Commons Front Desk to gain access to the Theater Building. Renters are responsible for overseeing access for their group. Doors must not be propped open.
- Fobs are **not** to be thrown or dropped to the sidewalk to access the Theater Building. Damage to the fob will result in a \$75 replacement fee.

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 or used 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 \$30/hour.
- Mylar mirrors in the Mott Studio must **not be touched** or moved without prior written approval from the Facilities Administrator, Rentals Manager, or ODC School administration. Any damage to the mirrors will result in a **replacement fee of \$1,100** per mirror. For approval of use, please email studiorentals@odc.dance.

Restrictions

- No food or beverages, except water in closed containers, are permitted in any studio.
- Street shoes and glass 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

- Masks are optional in indoor spaces (including common spaces, studios, and theaters) but may be required at the discretion of some teachers and in some spaces onsite.
- Commons facilities are equipped with HEPA air filters. For temperature adjustments, see our Client Relation Associates at the front desk. Theater studios have HEPA filters located in each studio. Please turn these on at the top of your rental and off before you leave.
- If you feel unwell please keep the community safe by staying home. Please reach out at frontdesk@odc.dance or (415)863-6606 to let us know of your absence.
- To maintain safety, all exterior and interior doors must remain closed at all times. Doors must not be propped open. Each renter will receive one warning, and then a \$250 fine will be charged for leaving the door open for each occurrence.
- Waiting or lingering in the stairwells, hallways or vestibules of the theater building is strictly prohibited.

Check out

- 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 or \$100 penalty fee, depending on the type of rental.**
- 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.
- All renters of the Theater Building must return their checked out key within 2 hours of the end of the rental. If the key card is not returned within the allotted time, it will be deactivated and the credit card on file charged a \$75 administrative fee. If the key is returned within 7 days after the rental, \$25 will be refunded to the renter's account.

Available Spaces

ODC Dance Commons 351 Shotwell Street

Studio B

- Event capacity – 330 standing, 240 seated
- Studio rental capacity – 60
- 50 ft. X 61 ft.
- Second floor studio
- Theatrical sound and light system
- Retractable bleachers with seating for 112
- Light grey Marley floor
- Mirrors, barres, retractable drapery
- Upright piano
- No street shoes, high heels, or black soled shoes

Pearl Argyle Ballet Studio

- Event capacity – 220 standing, 180 seated
- Studio rental capacity – 40
- 48 ft. X 44 ft.
- Second floor studio with natural light from windows and skylights
- Wood beamed ceiling
- 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
- Studio rental capacity – 40
- 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
- Studio rental capacity – 40
- 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 Family Studio

- Event capacity, 165 standing
- Studio rental capacity – 25
- 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

*Available by special request only.

- Looks out into our Japanese garden and features a stationary handcrafted board table with seating for up to 20.
- 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 - 9:45pm Monday through Friday and 8:30am - 4:30pm Saturday's and Sunday's

Available Spaces
ODC Theater Building
3153 17th Street at the corner of Shotwell Street
(Entrance to studios is on Shotwell Street near Robin's Cafe)

B.Way Theater

- The B.Way Theater is rented for performances/events only. For more information, contact b.williamson@odc.dance.

Studio LP

- Studio rental capacity – 15
- 34 ft. X 22 ft.
- Third floor studio
- 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

- Studio rental capacity – 15
- 34 ft. X 22 ft.
- Third floor studio
- Hardwood floors
- Mylar mirrors
- Natural light from one wall of east-facing windows
- Suitable for tap, clogging, flamenco
- No street shoes

Chris Hellman Studio

- Studio rental capacity – 15
- 29 ft. X 22 ft.
- Second floor studio
- 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.
- Second floor conference room
- 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 is open roughly 8:30am - 9:30pm Monday through Thursday, 8:30am - 8:00pm Friday's, and 8:30am - 4:30pm Saturday's and Sunday's.

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

All studios have sound systems with CD players and 3.5mm auxiliary hookups.
All studios have seating blocks; some may have folding chairs.

Contact Information:

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

For performances and event rentals, contact Brian Williamson, ODC Theater Venue Manager, b.williamson@odc.dance

415-863-6606 ext. 8533

Please visit the ODC web site:

www.odc.dance