

Studio Contract

FEES:

Consultant: \$5.00 per use
Red Jacket with Key: \$25.00 per month
Out-of-Town Visiting Director: \$50.00 per use (Limit 1 time per month)
Director Studio Member: \$240 per month
Checks payable to **"Studio Account"** (drop check into box in kitchen)
Schedule to use the studio through your Director or her assistant or adopted director.
You must cancel 48 hrs prior to your event
...If you cancel less than 48 hours before your event, you are still responsible to pay the fee.
You are responsible to pick up and return the key to your director w/in 48 hrs.
(Denise will have a record of each red jacket that has a key.)

**To help keep our Studio Beautiful,
please check these things before you leave:
(Reminders are posted on Both Doors)**

Doors:

Please check **BOTH DOORS!** Make sure they are locked.
Even if you did not use the back door, please check anyway!!

Please make sure all lights are off; Facial bar room, Kitchen, & Bathrooms have their own switches.
These are easily left on. PLEASE CHECK THEM!

Clean coffee pot and make sure it is off and unplugged.

Heating/AC:

Check the display screen and make sure you **DO NOT** see the word **"HOLD"**.
If you do see the word "HOLD" press the "HOLD" button and it will go off.

To change the room temp, use the mode key to determine heat or air. Then use up and down to set to desired temp. The temp should stay there for 2 hours, then it will resume to it's normal settings on its own.

Please wash any dishes you use and clean up floors and tabletops and put chairs back...There is a vacuum in the kitchen, behind the door. If you have a circumstance with a child, please clean up after them.

Please take out any full trash bags, or bags with food/drink items in them.
There is a dumpster right outside the back door enclosed with a fence.

If you will help with these things, you will help keep our Studio professional and help us keep our cost for utilities down.

Also, please note when scheduling your events, that the Studio is closed for cleaning every Monday morning from 9am to noon.

I agree to these conditions and understand that if the Studio is not left clean and secure, that I may not be allowed to use the Studio again.

Name _____ Date _____