

SF Ballet 2022

Facility Rental Guidelines

Correspondence

Please direct all correspondence to: **San Francisco Ballet**

Attn: Facility Rentals
455 Franklin Street
San Francisco, CA 94102

Email: rentals@sfballet.org

Phone: (415) 865-6695

Availability

Please check the rental agreement for accuracy. Specify the exact start time and end time of the event including the time you will need for set-up/registration/clean-up; you may be expected to leave the studio immediately upon your scheduled completion time.

Agreement and Insurance

Once the Facility Rental Request has been received, and it has been determined that the requested dates do not conflict with San Francisco Ballet activities, we will confirm the finalized reservation date and time. At this time SF Ballet will send a Rental Agreement and a Hold Harmless form. Please review, sign, and return the Rental Agreement and Hold Harmless form to SF Ballet.

Your organization must provide a Certificate of Insurance with the following:

1. Required Insurance types and limits
 - a. General Liability: \$1M each occurrence, \$2M aggregate
 - b. Auto coverage: \$1M each occurrence (*Required ONLY if parking or loading/unloading a vehicle on SFB property*)
 - c. Umbrella Liability: \$3M each occurrence (Larger or full building rentals may require higher coverage)
 - d. Worker's Compensation: \$1M each occurrence
2. Please list the SF Ballet as Additional Insured. The Additional Insured provision should be *unrestricted*, meaning that it should NOT be limited to "as required by written contract".
3. Please include the following under "Certificate holder":

San Francisco Ballet Association
455 Franklin Street
San Francisco, CA 94102
4. Please provide a Waiver of Subrogation in favor of the Ballet.
5. Please include the wording "All Operations" within the description of operations, locations, vehicles section of the certificate.
6. Please provide with a minimum of '30 days' written notice in the event of cancellation of the policy (except, 10 days for non- payment of premium)". This information can be typed directly onto the certificate.

*Organizations with no employees may have the requirement for Workers Compensation insurance coverage waived but must carry Medical Payment Coverage (aka Accident Medical Expense Coverage) for Participants with no less than a \$25,000 limit. If the organization hires independent contractors who will work for the organization in San Francisco Ballet's rented space, then the organization specifically attests that it requires said independent contractors to carry his or her own worker's compensation insurance and has obtained a copy of such a policy for their records. Said policies do not need to be provided to San Francisco Ballet.

Should your organization carry coverages that differ from those detailed above, eligibility will be determined on a case-by-case basis. The Rental Agreement, Hold Harmless form, payment, and proof of insurance must be received to guarantee your reservation for the space.

Please note that the studio(s) to which you are assigned could change on the day of the rental in order to accommodate changes to the SF Ballet School or Company schedules. For security reasons, SF Ballet may request that all guests use the 1st floor restrooms.

SFBS Fee Waiver, Company Auditions

Please note: As part of the terms of this rental agreement, the San Francisco Ballet School requires that audition fees be waived for SFBS students who elect to participate in company auditions held at 455 Franklin Street. SFBS students will present documentation of enrollment to the audition manager during the registration process. SFBS students participating in School or Summer Intensive auditions should expect to pay all applicable fees.

Any questions or concerns regarding this policy may be directed to Jennie Scholick, Director of Education and Training, JScholick@sfballet.org or Christina Rutter, Dean of School Administration, CRutter@sfballet.org

Costs and Fees

Please make checks payable to *San Francisco Ballet Association* and indicate “2022 Facility Rental Fee” in the notes portion of the check. The below rates are listed for non-profit entities. Please inquire regarding rates for for-profit corporations. Payment is due two weeks prior to the reservation. Please pay the pianist directly (cash is preferred) on the day of the audition. Cancellations receive full refunds if cancelled more than two weeks before event.

Pricing: Rent and Staffing Charges

<u>Room Name</u>	<u>Location</u>	<u>Room Type</u>	<u>Dimensions (in feet)</u>	<u>Hourly Rate (Non Profit)</u>	<u>Capacity (Dancing)</u>
Dollar Board Rm.	1 st floor	Conference	30 x 35	\$70	75 (seated)
Jewett	1 st floor	Dance Studio	35 x 55	\$70	44
HC	2 nd floor	Dance Studio	40 x 48	\$70	43
Y	2 nd floor	Dance Studio	40 x 48	\$70	44
New	2 nd floor	Dance Studio	40 x 48	\$70	45
Franklin	2 nd floor	Dance Studio	28 x 48	\$70	33
Tenenbaum	4 th floor	Dance Studio	40 x 48	\$80	44
Scutchfield	4 th floor	Dance Studio	40 x 48	\$80	33
Buck	4 th floor	Dance Studio	40 x 48	\$80	44
LC	4 th floor	Dance Studio	55 x 90	\$100	100

Each room includes A/V equipment, piano, and folding tables/chairs as needed. A \$50 Administrative Fee may be charged to cover scheduling and logistics. SF Ballet will also be charging a \$100 Janitorial Fee on all 2022 rentals. SF Ballet will determine whether additional staffing charges will be required based on the day, time, and size of your reservation; rates for additional staff are below.

SF Ballet Staff	Hourly Rates
During normal operating hours	\$50
During holidays and non-operating hours	\$75

Audition Pianists

SF Ballet can arrange a pianist for your audition at a rate of \$65 per hour. This is payable directly (cash is preferred) to the pianist at the conclusion of the audition. Please note the start and finish time and

whether you require a classical and/or contemporary pianist on the request form. Should your audition end prior to the scheduled time, pianists shall be paid according to time reflected in Rental Agreement. Likewise, should the audition run over the scheduled time, the pianist shall be paid according to the \$65/hour rate, at half hour increments.

Event Materials

Please do not mail event materials to SF Ballet in advance unless you have pre-arranged it with the Facilities Department. SF Ballet will not be responsible for replacing any pre-sent items if they are lost.

Visitors (Parents, Media, Press)

At this time, only the auditioning person is permitted inside the facility, parents or chaperones should expect to wait outside or return at the end of the audition session. SF Ballet does not allow the media into our building without advanced written permission. All persons entering the SF Ballet facility must provide proof of vaccination.

Health and Safety Practices (Relating to COVID-19 Restrictions)

SF Ballet follows all local, state, and federal guidelines to protect the health and safety of its staff, company, students, and visitors. Rental guests will be subject to any guidelines in place at time of event, including but not limited to vaccination verification, wearing face coverings, logging attendees for contact tracing, keeping proper distance and separation, and/or restricting capacity to events. SF Ballet will make all efforts to inform of current policies and procedures.

For the 2021/22 season, SF Ballet is requiring the rental of a minimum of two studios, one (or more) to be used for registration and waiting, and one (or more) to be used for audition. Attendees will be asked to wait outside until check-in begins in the designated studio, and all attendees must be pre-registered. We are requiring proof of full vaccination as outlined by the CDC, to be verified by a SF Ballet representative. As of February 1, 2022, this includes boosters if eligible. We will also be limiting attendance to the maximum the studio space allows at one time. Multiple sessions may be scheduled within the rental time frame; however, we ask that session times for attendees be staggered to allow time for vaccination check at the front doors.

COVID-19 Language on Audition Registration Materials

Please provide the following information accessible to audition registrants in advance of the audition date:

“San Francisco Ballet is currently only permitting fully vaccinated individuals (as outlined by the CDC) to participate in external auditions and events. All persons entering the building will be asked to provide proof of full vaccination (including boosters if eligible as of February 1, 2022), and wear a well-fitted face covering over the nose and mouth at all times while in the facility. Only surgical, KN95 and N95 masks without vents are considered acceptable, and surgical masks will be provided if needed. Attendees may be asked to wait outside until the beginning of the registration period. Only audition attendees will be permitted inside the SF Ballet building, all others will be asked to wait outside.”

Smoking & Consumables

SF Ballet does not permit smoking in the facility. Bottled water is permitted in the studios; food or other beverages are not permitted. Please do not wear street shoes or tap shoes in the studios.

San Francisco Ballet Rental Requirements

- Submit Rental Request Form.
- Review, sign and return the Rental Agreement and Hold Harmless form.
- Provide proof of required insurance.
- Provide IRS Determination Letter/501(c)3 letter if your company is requesting the non-profit rate.
- All documents must be received a minimum of two weeks prior to the reservation.
- Payment is due two weeks prior to the event; checks payable to *San Francisco Ballet Association*.
- Submit Rental Request Form.
- Please pay your audition pianist(s) directly at the conclusion of the audition.