

# Montgomery Parks Cabin John Ice Rink Dance Studio Rental Information and Application



## Rental Information

- The dance studio is available to rent for off ice training such as; dance routines, strength training, or general fitness activities.
- Maximum capacity for the room depends on the activity taking place.
- Please refer to the dimensions mentioned below in determining the capacity for your rental.
- Rental times: The dance studio is available for rent during our regular hours of operation.
- The dance studio is 32 ft x 16 ft.
- Flooring: Hardwood
- Items for use by renters include:
  - One 30ft section of mirror wall space
  - Ballet bars
  - Dip Bar
  - Medicine Balls
  - Core/Balance Balls
  - Hand Weights (up to 7lbs)
  - Bar Weights (up to 15lbs)
  - Floor Mats
  - Steppers and Step Blocks
  - Stretch Bands
- Cost: \$40.00 per hour/\$20.00 per half hour.
- There is a 30-minute minimum rental time.
- Additional time can be rented in 15-minute increments, based on the half hour rate.
- Car keys will be held as a security deposit during your Dance Studio rental period.
- Dance Studio rooms may not be available before or after your scheduled, paid rental time.
- Allow setup and cleanup time when figuring the total amount of time you will need the room.
- We cannot store customers' supplies in the room.
- All trash must be put into the proper receptacles.
- If the room is left in unacceptable condition, a \$50.00 cleanup fee will be added to your total charge.
- No skates are allowed in the dance studio.
- Soft-soled shoes only should be worn in the dance studio.
- Do not tape items to the mirrors.
- Do not write on any walls or surfaces in the dance studio.
- No food or drinks are allowed in the dance studio.

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## How to Rent the Dance Studio

### In Person

1. Fill out a "Dance Studio Rental Application,"
2. Confirm availability with office staff, and
3. Pay in full by cash, check, or credit card.  
Make checks payable to: ActiveMONTGOMERY.

### By Phone

1. Call us to confirm availability of your requested date.
2. Fill out and return your "Dance Studio Rental Application".
3. To guarantee your rental, call the rink with full payment by credit card.

### Payment Options

- In person: Cash, checks or credit cards.
- Make checks or money orders payable to: ActiveMONTGOMERY.
- Mail Send checks or money orders directly to the ice rink (see address below).
- After we have received your completed application and payment, we will mail, or email a formal contract to you.
- Return the signed contract immediately via mail, email, or in person.

### Important Information

- A \$15.00 service fee will be charged to change a finalized (signed) rental contract.
- Cancellation policy:
- If cancellation is made with at least one week's notice, 100% of the amount paid will be refunded (in the same payment form as rendered).
- If less than one week's notice is given to cancel a booking, no refund will be issued.
- If the dance studio is left in unacceptable condition, a \$50.00 cleanup fee will be added to your total charge.
- See the Maryland-National Capital Park & Planning Commission's "General Facility Use Rules & Regulations" for a complete list of rules and regulations governing the use of Park Facilities.

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## Maryland-National Capital Park & Planning Commission General Facility Use Rules & Regulations

All M-NCPPC Park Facility contracts are subject to the following rules and regulations, as well as to the specific rules and conditions stated on each individual facility's contract.

1. This contract entitles the Renter to exclusive use of the dance studio reserved for the dates and times indicated on the contract. No additional setup or cleanup time is allowed. Customers must vacate the room by the time specified on the signed contract, or he/she will be billed in 15-minute increments for additional time used.
2. Rental agreements will be issued to adults 21 and older only who agree to accept responsibility for the supervision of guests in the room throughout the rental period. The Renter is responsible for maintaining orderly conduct among all participants.
3. On the rental day, the total due for rental must be paid in full before gaining access to the room. Renter is required to leave his/her keys (including a car key) with the front desk. Keys will be returned after the room has been cleared and is judged to be in satisfactory condition.
4. A fifteen-dollar (\$15.00) service fee will be charged in order to make any changes to a finalized (signed) rental contract.
5. Cancellation policy: If a cancellation is made with at least one week's notice, 100% of the amount due will be refunded (in the same payment form as rendered). If payment was made by check, please allow 10 days for check to clear before refund is issued. If less than one week's notice is given to cancel a booking, no refund will be issued.
6. The presence or consumption of alcoholic beverages (including beer) on Park property is strictly prohibited.
7. Directional signs and decorations are allowed during the rental period only. Decorations may be hung or taped on walls in the rented space with scotch tape only. No decorations may be hung from the ceiling or ventilation ducts, or on mirrors, and no glitter or confetti is allowed.
8. Renter is responsible for removing all signs, decorations, and trash after the rental period. If the room is left in unacceptable condition, a \$50.00 cleanup fee will be added to the total charge. The renter assumes personal liability for the cost of excessive cleanup, loss, breakage, vandalism, or removal of Park property.
9. Loud or offensive music, and any excessive noise which disturbs any other customers is not allowed.
10. All contracts/rental agreements are subject to change by M-NCPPC personnel.
11. Failure to comply with the conditions in this contract may result in the immediate cancellation of the event, and/or loss of rental and other fees paid.

**I have read the above conditions governing the use of rental facilities and agree to abide by them or risk the loss of a rental fee and/or any other payment rendered.**

**Renter's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Date of Rental** \_\_\_\_\_ **Facilities Rented** \_\_\_\_\_

**Cabin John Ice Rink  
Telephone: 301-765-8620  
10610 Westlake Drive, Rockville, MD 20852**

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## Dance Studio Rental Application

Date of Application \_\_\_\_\_

Number of participants \_\_\_\_\_

Dates	Times	Dates	Times	Dates	Times	Dates	Times

Type of function, choose one

Off Ice Training

Fitness Class

Other (please specify) \_\_\_\_\_

Special Requests/Notes \_\_\_\_\_

Name \_\_\_\_\_

Organization/Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_