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<http://www.cinemaballroom.com>

INDEPENDENT INSTRUCTOR POLICIES

We appreciate your support of Cinema Ballroom and will make every effort to support your teaching needs. We welcome your questions, concerns, and suggestions at any time.

1. Business Hours

Space is available for teaching during normal business hours: M-Th 12pm-10pm, F 12pm-8pm Sat 10am-3pm. Holiday hours will be posted on cinemaballroom.com.

2. Record Hours Prior to Teaching

Prior to teaching, you agree to record all lesson teaching hours for the day when you arrive on the "Sign-In Sheet". Bills will be prepared at the end of each month and left at the front desk. Payment can be made by credit card, cash, or check, or by using your credit on file. The option to pay daily is also available. We still require you to record your hours prior to teaching if you choose this option.

3. Private Lessons

A private lesson is any lesson or rehearsal between you and one to two students. You must pay floor rent for every private lesson you teach in the ballroom regardless of who the student is. There are no exceptions to this. Some examples are:

- Cinema Ballroom employees.
- Teaching a lesson with another floor renter (2 floor renters teaching one student).
- Teaching a lesson to a floor renter.
- Any lessons taught in trade for other services.

Floor rent

- \$15 per lesson (60 minutes max.)
- \$35 per lesson with students obtained from Cinema Ballroom

Private lessons are taught in space that is not reserved. You may reserve space for private lessons at the private group class rate (*See Private Group Classes below*).

4. Group Classes

Group Classes are a lesson or rehearsal between you and three or more students.

• Advertised Group Classes

Due to conflicts of interests, you may not organize and teach your own group classes at Cinema Ballroom without prior approval from the owners.

• Private Group Classes

Private group classes are non-advertised classes for a group of people taking a lesson together. Permission must be obtained from the office manager before teaching private group classes.

Studio B (Lower Back Ballroom, Carpet)

- \$15 per hour before 5:00 pm and Saturday
- \$20 per hour weekday evenings after 5:00 pm

Studio C (Upper Back Ballroom, Hardwood)

- \$20 per hour before 5:00 pm and Saturday
- \$25 per hour weekday evenings after 5:00 pm

Main Ballroom

- \$32 per hour for 1 to 10 students
- \$65 per hour for 11 to 25 students
- \$98 per hour for 26 to 50 students
- \$130 per hour for > 50 students

5. Equipment Use

Use of studio equipment (computer, phone, credit card machine, front desk, front desk equipment, storage facilities etc...) is limited to the Cinema Ballroom staff. Exception is made for the use of the sound system, which is allowed for use when you are renting the floor. Permission for use of other equipment must be obtained from the owner.

6. Student Acquisitions

If you acquire a student as a result of being at the Cinema Ballroom, you are required to teach these students at Cinema Ballroom for a minimum of 1 year. The floor fee during this year will be \$25.00 per 45 minutes after which the rate will go down to the regular floor rental rate. Please be respectful of Cinema Ballroom's business, clients and other independent instructors by not soliciting each other's clients.

7. Practice Space

Practice space may be limited during the evening hours to allow space for the teaching of private lessons and Cinema Ballroom group classes.

8. Floor Rent Benefits

If you rent the floor space more than (10) hours per week you may practice for free, otherwise, regular rates apply. Your practice partner must pay for his/her practice at all times. **There is no professional practice during workshops, group classes, or events.**

9. Calendar Changes

Please always call ahead if you plan to teach on weekend evenings to avoid potential calendar change or conflict.

10. Competition Registration

If you and your Cinema Ballroom student (i.e. Students you teach at the Cinema Ballroom 50% or more of the time) participate in any outside event or competition, you may register under the name of the Cinema Ballroom.

11. Professional Environment

You agree to treat all students and staff members in a friendly, courteous, and respectful manner.

12. Questions or Concerns?

You agree to bring any questions or concerns directly to the office manager. They can be reached by calling 651-699-5910 or by e-mail to info@cinemaballroom.com.

13. Agreement Termination

We reserve the right to terminate this agreement anytime for any reason.

I have reviewed the above floor rental policies; my signature below indicates my acceptance of this agreement.

Print Name: _____

Signature: _____ Date: _____

Witness: _____