



## STUDIO USAGE GUIDELINES

The following are Guidelines to be abided by the Lessee, including patrons, assignees, and associates of the Lessee; exceptions to which must be in writing by GDS management.

1. Lessee must pay the "Security" and/or "Sound System" deposits before a Sublease Agreement becomes effective and any expectations and/or obligations are created.
2. Lessee must pay the "Rental" fee(s) for the studio space at least two weeks before usage; or immediately if usage is sooner than two weeks after signing of this sublease agreement, unless alternative arrangement have been made between Lessor and Lessee.
3. Lessee is responsible for the subleased studio for the time of usage covered by the sublease, including any time before or after the sublease period when Lessee in use of the subleased studio.
4. Common areas are for the use of all Galaxy guests and may be used for check-in and or food service and/or other functions within the amiable agreement of all Lessees and guests present at the time.
5. Food and beverages in the studios are the Lessee's discretion with the knowledge that any damages arising from their presence are the sole responsibility of the Lessee for any reparations.
6. Lessee agrees to restore the leased studio to pre-use condition or better and to leave the studios and floors clean and free of scuff marks.
7. Lessee agrees to use the studios, common areas, bathrooms, and sound equipment as they were intended at all times.
8. Lessee is requested to report to GDS management any deficiency in the operations of any aspect in the entirety of Galaxy Dance Studios.
9. Lessee is to properly store any equipment that has been approved for storage.
10. Lessee is to promptly report any injury or accident to management.
11. Lessee is not to use any flammables including candles and oil lamps.
12. Lessee is responsible for all the fire safety practices which includes keeping passageways clear of obstructions, knowing the location and use of fire extinguishers, and limiting the number of people in the leased studio to the posted room capacity.
13. Any key(s) issued must be safeguarded, with any loss reported immediately to GDS.
14. Properly return any borrowed supplies or equipment to GDS as soon as possible.
15. If you are authorized to lock-up after usage, remember to:
  - a. Turn "off" all lights in bathrooms, studios, inside the lobby, office and other rooms.
  - b. Turn "off", or set thermostats, on air conditioners and/or heaters as instructed.
  - c. Turn "off" all fans.
  - d. Extinguish any authorized incense.
  - e. Lock and test "ALL" doors.