

# Cabin John Ice Rink



## Dance Studio 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 capacity for your rental.
- ◆ **Rental times:** The dance studio is available for rent during our regular hours of operation, 7 days a week.
- ◆ 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:** \$25.00 per hour/\$15.00 per half hour.
- ◆ There is a 30 minute minimum rental time. Additional time can be rented in 15-minute increments, which are 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 for use before or after your scheduled, paid rental time. Be sure to allow for set-up and clean-up time when you're figuring the total amount of time you will need the room.**
- ◆ We cannot store customers supplies in the room.
- ◆ Please clean up after yourselves—deposit all trash 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

Fill out a "Dance Studio Rental Application," and confirm availability with office staff.

◆ **By Phone** Call us to confirm availability and hold your requested date. Fill out and return your "Dance Studio Rental Application" with payment within 48 hours to guarantee your rental.

Applications are available at the rink, or may be printed out from our website at [CabinJohnIce.com](http://CabinJohnIce.com).

### Payment Options

◆ **In person:** Cash, checks or credit cards (MasterCard or VISA). Please make checks payable to: **M-NCPPC**.

◆ **Mail:** Send checks or money orders directly to the ice rink (see address below). Please make checks and money orders payable to: **M-NCPPC**.

◆ **Fax:** Fax the application to 301-469-6196, then **call** the rink with your credit card info (M-F, 9am-3pm.). Payment must be received within 48 hours of your fax. *Do not fax us your credit card information.*

◆ **Online:** If you have a ParkPASS account, go to [ParkPASS.org](http://ParkPASS.org) and make a payment on your account to cover the rental costs.

After we have received your completed application and payment, we will mail or fax a formal contract to you showing the balance as you, paid. Please return the signed contract immediately via mail, fax, or in person.

### Important Information

◆ A \$15.00 service fee will be charged in order 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.

◆ Please clean up after your rental. 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.

CABIN JOHN ICE RINK

Telephone: 301/765-8620 ◆ Fax: 301/469-6196  
10610 Westlake Drive, Rockville, MD 20852

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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. Failure to comply with the conditions in this contract may result in the immediate cancellation of the even, 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:** \_\_\_\_\_

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## Dance Studio Rental Application

Date of Application: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Requested Date/s : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Number of guests: \_\_\_\_\_

Time/s Requested: \_\_\_\_\_ AM to \_\_\_\_\_ AM  
\_\_\_\_\_ PM to \_\_\_\_\_ PM

Type of Function (circle one): Off Ice Training  
Fitness Class  
Other (please specify) \_\_\_\_\_

Special Requests/Notes:

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

### FOR OFFICE USE ONLY

#### Amount Due:

Room Rental: \$25/hour (\$15.00 per 30 minutes)

\_\_\_\_\_ x \$25.00 = \_\_\_\_\_  
# of hour rentals

\_\_\_\_\_ x \$15.00 = \_\_\_\_\_  
# of ½ hr rentals

\_\_\_\_\_ x \$7.50 = \_\_\_\_\_  
# of 15min rentals

**Total Amount Due = \_\_\_\_\_**

### Payment Method (check one)

Cash (accepted in person only)

Check \$ \_\_\_\_\_ # \_\_\_\_\_

(Please make check payable to: M-NCPPC)

### DO NOT Write Credit Card Numbers on this Form

**Credit card:** MasterCard or Visa is accepted **in person** or **online** at ParkPASS.org. You may **fax your application** to 301-469-6196 and call the rink with your credit card info (M-F, 9am-3pm.). Payment must be received within 48 hours of your faxed application. Your reservation is not guaranteed until payment is made.

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