

Studio Use Guidelines

Use of Scene Interactive, Inc. Studios is contingent upon the renter's understanding, acceptance and adherence to the following policies. Please review and sign these policies. If you have questions, concerns or need further clarification, please contact Scene Interactive, Inc. at 212-243-1017.

To Book a Studio

- Please call Scene Interactive to check on studio availability. If you are not ready to book, you can place the studio on hold.
- If you are holding a room, please note that Scene Interactive may call for a book or release if another party is ready to book the studio that you are holding. You have 1 hour to make a decision, and if Scene Interactive has not heard back from you within an hour, they have the right to release the room.
- When booking, please provide the following information:
 - Day and time that studio is needed
 - Name & type of project
 - Room preference (A: 227 or B: 228) If available, we will accommodate your preference.
 - What will be needed in the setup of the room
 - Contact info
 - Credit Card info
- All weekday rentals must be paid in full at the beginning of the rental day. If booking out multiple days, a 50% deposit is due at the time of reservation to confirm the booking.
- All weekend rentals must be paid by 12noon on the Wednesday before the weekend.
- Payments are non-refundable.
- If the studio rental is cancelled within 72 hours of the booking, the full studio rental will be charged. If the studio rental is cancelled before 72 hours of the booking, half the studio rental will be charged.

Day of the Rental

- Scene Interactive, Inc. and 601 West Associates is not liable or responsible in any way for accidents, injury, illness or loss of group or individual property during your usage of Scene Interactive Studios.
- Smoking is not permitted anywhere in the building.
- Fire (including lit cigarettes, candles, incense and matches) is not permitted in the studio.
- If there is going to be more than 10 people at any given time in the studio space, the amount of people must be pre-approved by Scene Interactive, Inc. Anyone who is not specifically working on the project that the studio is being rented out for, should not be in the space.
- Studio rental is limited to the studio space that is rented. No one should be congregating, smoking, or filming in hallways or any other communal building areas.
- Renter is responsible for any damages sustained to the facility. Any lost equipment or damages sustained to the studio shall be compensated within 24 hours.
- Scene Interactive Inc. is not responsible for anything other than renting the space. Any production needs that may occur as a result of poor preparation must be handled prior to your rental time - including computers, printers, copies, phone usage, hardware and any other items you may need to get your job done.

After the Rental

- Please exit promptly. There may be a booking scheduled right after yours.
- Remove all personal and group belongings that you brought to the studio.
- Make sure the lights and air conditioner are turned off when you leave.
- Please check out with a Scene Interactive employee in room M225, so they can lock up the studio.
- If you noticed any problems with the facility or its equipment, please notify a Scene Interactive employee in room M225, so we can repair the problem as soon as possible.
- Events that run over the permitted time will be charged appropriate rental fees in minimums of 30-minute increments.
- The studio must be in the same condition as when you entered. Any cleaning that must occur as a result of your usage of the studios will result in a \$50 fee.

I have completely read, fully understand, and agree to abide by the policies listed above in the Scene Interactive, Inc. Studio Rental Application. I understand that failure to adhere to the above policies will result in forfeiture of studio session.

Renter's signature _____ Date _____

Renter's name (printed) _____

Phone number _____

E-mail address _____