

# COMMON(S) STUDIO

## “CMS STUDIO”

### HOUSE RULES

#### 1. Booking and Reservation:

##### a. Reservation process:

- Book a tour to view the studio and tell us more about your event and what you'll need for it to be a success
- If then you'd like to book our space, we'll send over an Agreement
- Review and Sign the Agreement
- Pay 10% Deposit to Reserve the CMS Studio
- Pay in Full 1 Day Prior to Your Event

##### b. Cancellation policy:

- Submit a notice of cancellation, in writing, at least **14** days before the Event.
- If we received your cancellation, in writing, less than fourteen (14) days before the beginning of your event or if you don't use the CMS Studio during the agreed-upon time of your event, you'll still **pay the full contracted amount**.

#### 2. Event Details:

##### a. Event duration, including Load In & Load Out:

##### b. Number of Attendees:

##### c. Event type:

#### 3. Security Deposit:

- a. You'll pay a 10% deposit when you review and sign the Agreement. The remaining balance will be collected 48 hours before the Event date.

#### 4. Liability and Insurance:

- a. Liability insurance: Event organizers have liability insurance and provide proof of coverage.

- b. Indemnification: State that the renter is responsible for any damage or injury caused during the event.

5. Noise and Music:

- a. Music and sound must be reduced by 50% to **Quiet Hours** at **10:00PM**.
- b. Event must end by **11:59 PM**

6. No Smoking:

- a. Cigarettes, Tobacco, Marijuana, Marijuana pens, Vape pens
- b. You agree to pay two times the sum of the rental agreement (i.e. Rental Rate=\$500, Violating Smoking Policy will pay \$1,000)

7. Clean-Up and Maintenance:

- a. Rental condition: Expect the space to be returned in the same condition, if not better, than it was rented, or specify if cleaning services provided. If not, there will be an additional **\$250 cleaning fee**.
- b. You have two hours for post-event cleanup and check-out.

8. Decorations and Signage:

- a. You cannot remove wall decor (i.e. records and art frames)
- b. You can use adhesive materials to hang decor, but not nails, or other fixtures that may damage the space.

9. Parking and Transportation:

- a. Street parking in San Diego costs \$1.25/hr. Free outside these hours 8AM to 6PM and on Sundays.
- b. Information on nearby public transportation and parking lots:  
<https://www.sandiego.gov/parking>

10. Compliance with Laws and Regulations:

- a. Renters must comply with all local laws and regulations, including health and safety codes.

11. Emergency Procedures:

- a. In case of emergencies, we have a First Aid Kit under the sink and in the Sound Studio Drawer

12. Inspections:

- a. We have the right to inspect the space before and after the event and charge accordingly.