RENTAL APPLICATION FOR CLASS, REHEARSAL, OR MEETING
Redwood Raks Collective

ACTIVITY:	Application Date:
Name:	Phone: Text OK ❑
Address:	City, State, Zip:
Email:	Website/Social Media:

WHAT ARE YOU PLANNING TO DO? *Please check as many as apply.*

❑ New Group Class	❑ Private / Semi-Private Lessons	❑ Workshop
❑ Established Group Class	❑ Meeting	❑ Short Term Rehearsal

PUBLIC OR PRIVATE?

❑ **PUBLIC** Anything advertised/promoted, everyone welcome. If open to the public, **liability insurance** must be arranged. May be free, donation, or with admission fee.	❑ **PRIVATE** Known, invited participants only, limited guest list.

INSURANCE: Do you have Liability Insurance? (Required BEFORE any offering open to the public)
❑ YES. Company: _____ Policy #: _____ Expiration Date: ___
❑ NOT YET. Date you will have insurance secured by: _____

CLASSES

❑ **ONGOING GROUP CLASS** ongoing technique classes and performance classes, participants pay a set fee or a donation.	❑ **ONE TIME WORKSHOP** single workshop or short series of workshops, usually on weekends.	❑ **PRIVATE or SEMI-PRIVATE** lessons.

JAM SESSION / MOVEMENT PRACTICE / MEETING
Open format, not a class, must have 1-2 responsible contact people who will always be present.

❑ **SMALL GROUP** 5 people or less	❑ **MEDIUM GROUP** 6-15 people (class rate)	❑ **LARGE GROUP** 16 or more people (party/event rate)

REHEARSALS: ❑ Dance Company regular rehearsal ❑ Choreographer or group working on a piece

OTHER: ❑ Film / Photo Shoot / Something Else: _____

Which studio space are you interested in?

❑ **JADE STUDIO** *(on left)*	❑ **BELLA STUDIO** *(on right)*	❑ **NOT SURE**

DURATION

❑ **One Time** Date & Time: _____ _____	❑ **Short Term: #** of weeks: Requested day(s) & time: _____	❑ Long Term, Ongoing Requested day(s) & time: _____

If your requested time isn't available, do you have a 2nd choice? _____
If your requested time isn't available, do you want to be on a waiting list? _____

NOTES: _____

Please submit bio, publicity materials, photos, etc. if you would like to be on our website, calendar, and other promotions. Promotion is entirely <u>your</u> responsibility, but we are happy to help!

I ALSO AGREE TO ABIDE BY THE REDWOOD RAKS CODE OF CONDUCT (See back of page)

Updated 10/1/26

REDWOOD RAKS COLLECTIVE CODE OF CONDUCT

The Redwood Raks Collective is a nonprofit organization committed to providing a safe, inclusive, respectful and professional environment for dance education and artistic expression. By using the facilities all parties agree to uphold these standards. This Code of Conduct applies to instructors, students, staff, volunteers, guests, and observers. Instructors are responsible for ensuring that their students and guests are aware of and comply with this Code of Conduct.

CORE VALUES: Treat others with dignity, respect, and courtesy. Foster an inclusive environment free from discrimination and harassment.

PROFESSIONAL CONDUCT: Maintain appropriate boundaries and a safe environment. Prioritize physical and emotional safety. Avoid disruptive, threatening or abusive behavior. Communicate respectfully with students and staff. Comply with all rules and policies.

PHYSICAL CONTACT: Physical contact will be instructional, consensual, age-appropriate and respectful.

HARASSMENT AND DISCRIMINATION: Redwood Raks has zero tolerance for harassment, discrimination or bullying based on race, color, ethnicity, national origin, religion, gender identity or expression, sexual orientation, age, disability or any other protected characteristic. This includes verbal or physical harassment, sexual harassment or misconduct, intimidation, coercion and retaliation. Harassment can include but is not limited to slurs, unwanted nicknames, threats, derogatory comments and unwelcome jokes which could make a reasonable person feel uncomfortable. Harassment includes verbal and physical conduct of a sexual nature creating an uncomfortable, intimidating, hostile or offensive environment. This may include but is not limited to inappropriate comments regarding an individual's body, appearance, attire, or sexual orientation. It also includes unwelcome flirting or propositions.

SUBSTANCE ABUSE: Use, possession and distribution of illegal drugs is strictly prohibited on the premises. Alcohol and drug use is prohibited during classes and rehearsals and may only be permitted during approved events in accordance with laws and policies. Individuals may not use the space while under the influence of substances that impair judgment or safety.

FACILITIES: Respect shared space and equipment. Leave studios clean and orderly. Follow schedule, noise and capacity limits. Use the space only for approved activities consistent with the rental agreement. Damage to property may result in financial responsibility or loss of rental privileges.

MINORS AND VULNERABLE POPULATIONS: Follow applicable laws and best practices for working with these groups. Avoid one-on-one situations that are not observable or able to be documented. Never engage in inappropriate physical or verbal interaction in person or via digital media.

ENFORCEMENT AND CONSEQUENCES: At the discression of the board and teachers, may include verbal and/or written warnings, suspension or termination from class participation, suspension or termination of rental privileges, removal from the premises, referral to authorities when required. The Redwood Raks Collective board will keep records of all reported violations of the Code of Conduct.

REPORTING: Anyone who experiences or witnesses behavior that violates this Code of Conduct is encouraged to report it promptly to their instructor, the Redwood Raks Site Manager or a board member. To contact the board and Site Manager call or text 707-296-1648 or email rakscollective@gmail.com. Reports will be handled with discretion and taken seriously. If you believe you are being harassed or know someone who is, please act promptly.

Updated 8/23/26