

Dougherty Station Community Arts Center

Sound Studio Rental Policies

General

- Operating hours of the Sound Studios are Monday-Friday from 8:30am-8:00pm and Saturday-Sunday from 9:00am-2:00pm. The studios will be available for extended hours when other programs and events are in the facility and will be posted weekly.
- Upon arrival, check in with front desk staff to open the studio and provide access.
- Pets are not permitted inside the facility. Trained Service Animals are permitted.
- City staff will make periodic inspections to ensure guidelines are being followed.
- City staff welcomes feedback to improve each renter's experience. If you have any questions or concerns, please contact Adam Chow at achow@sanramon.ca.gov or (925) 973-3321.

Sound Studio Guidelines

- Sound Studios are intended for music, instrument, and vocal practice (including private/semi-private lessons) and sound recording of music and podcasts.
- A maximum of 4 people may occupy the sound studio at a given time.
- Any equipment in the sound studios are for private use. Sound studio equipment may not be used by Tenants unless permission or arrangements have been made with City Staff.
- Amplified sound (amplifiers, speakers, etc.) shall remain at a volume that does not disturb other tenants.
- Drums are not permitted in sound studios.
- Tenants' equipment, supplies, debris, etc. will be kept within their rented studio(s) and not in common areas; storage room, break room, or lobbies/hallways areas. At the end of the rental period (conclusion of rental permit), the Tenant shall remove all non-City equipment/supplies from studio spaces. Any items left at the end of the rental period will be discarded.
- The City is not liable for lost, stolen, or left-behind items.
- Tenants must remove all non-toxic recyclable/compostable/landfill waste from the studio and place it into appropriate waste bins in break room or lobby/hallway areas. No janitorial service will be provided for the studios.
- Structural and cosmetic changes to the Sound Studio are not permitted. Items may be affixed to walls with painters' tape or Command Hooks if necessary. Nails, tacks, or pushpins are not permitted.
- Alcohol, smoking, vaping, and illegal substances are not permitted.
- Open flames, portable heaters, and hot plates are not permitted in the facility.
- Tenants should turn off studio lights when space is unoccupied.

Common Areas

- All walkways and halls should always be kept clear and accessible for others. Do not store items outside of the studios unless previously arranged with city staff.
- Keep restrooms, break areas, and sinks clean for other users.
- The break room and community refrigerator are for everyone to use. However, food must be removed at the end of each rental day. Tenants will make sure the microwave and counters are clean and free of food after usage. There is no storage in the break room.
- When the Green Room is in use for a theater production, tenants may have limited or no access to the break room and other common area spaces.
- The entryway door to the facility is to remain closed.

Etiquette

- Tenants will be respectful to each other and act in a professional and appropriate manner.
- Noise levels should be kept to a reasonable level, so as not to disturb other tenants.
- Tenants are encouraged to connect with the arts community in the facility, attend events, and volunteer at the arts center.
- Any issues or concerns with fellow tenants or your tenancy should be brought to the Building Attendant or Facility Technician.

Rental Procedures

- The minimum hourly rental is 1 hour on a specified date. All rentals must be made in 1 hour increments. There are no refunds or pro-ration for unused time.
- Applications for long-term Sound Studio reservations will be taken on a quarterly basis. Priority will be given to instructors teaching with the San Ramon Parks & Community Services Department and San Ramon Residents. Priority reservations will be limited up to 15 hours per week for peak hours (Monday-Friday, 3:00-8:00pm).
- Applications for hourly rentals will be accepted starting 2 months in advance. These hours are open to members of the public and private businesses.
- Reservations can be made online at www.SanRamonRecGuide.com under the Facilities Tab.
 - Reservations can be made up to 72 hours in advance online.
 - Reservations can be made at the Dougherty Station Community Arts Center up to 24 hours in advance in person with San Ramon Facilities staff during business hours.
- For persons under the age of 18, a parent/guardian must sign the rental agreement and will be responsible for ensuring that the rental policies are followed. If the tenant is 16-17 years of age, they must sign in at the front desk and provide emergency contact information. If the tenant is 15 years old or younger, a parent/guardian must be within the Dougherty Station Community Art Center during Sound Studio reservations.
- Subletting is prohibited.

- Cancellations are permitted 7 days before the rental reservation for a full refund. Within 7 days, any cancellations will result in a credit to the tenant’s account for a future reservation. Within 3 days, any cancellations are subject to a 100% cancellation fee.
- For returning or ongoing hourly renters, the deposit can be kept as a credit for future rentals for a quicker rental process.

Rental Fees

	Refundable Deposit	San Ramon Resident Hourly	Non-Resident or Commercial Hourly
Sound Studio	\$125	\$20	\$25

- All rental fees and refundable damage deposit will be due prior to the start of the reservation period.
- All sound studio reservations will undergo a pre and post reservation inspection with the tenant to determine the condition of the reserved studio.
- When the rental period is complete, the tenant is expected to return the reserved studio to its pre-use condition to receive a full deposit refund.
- After City Staff complete a post rental inspection with the tenant, the deposit will be returned within 30 days less any damages (if any).
- The City of San Ramon reserves the right to charge additional maintenance fees for damage or additional cleaning based on the post-reservation inspection.

Violation Policies and Procedures

- If the Sound Studio Rental Policies are not followed at any time during the permitted usage, the City reserves the right to end the use agreement prior to the completion of the reservation’s permitted use and the ability to future use may be revoked. Furthermore, the rental deposit may be retained in full depending on policy and/ or studio condition violation.
- The City reserves the right to change and amend these guidelines at any time.