



Dear **RENTER**,

The following is the letter of agreement between the **Margaret Jenkins Dance Company (MJDC)** and **RENTER** (herein referred to as "Renter").

**Rental Request:**

Marley Roll #101	\$100/week
Marley Roll #204	\$100/week
Marley Roll #205	\$100/week

**Total Due: \$300**

Full payment is due in advance of rental (you may bring a check with you when picking up marley). Please make checks payable to Margaret Jenkins Dance Company.

**Deposit:**

A separate security deposit check of \$250 is due with the rental fee at the time of pickup. The security deposit will not be deposited by the MJDC unless there is a breach of any contract term by the Renter. Once the marley has been returned and MJDC verifies it is in good condition, the check will be destroyed or returned to the renter, as directed by the renter.

**Pick Up: Tuesday, October 1, 2019 at 11am**

**Return: Monday, October 7, 2019 at 5pm**

**Location: 154-B Capp Street, San Francisco, CA (between 16<sup>th</sup> and 17<sup>th</sup> Street)**

\_\_\_\_\_ (initial here) It is understood that this signed rental agreement, payment, and \$250 deposit are all due at the time of pick-up.

\_\_\_\_\_ (initial here) It is understood that the Marley must be picked up and returned within 20 minutes of the agreed upon dates and times noted above. Note that the MJDC storage space is at a different location from our administrative offices. Staff make special trips to storage to meet Renters and this timeframe cannot vary once set. **If the renter is more than 20 minutes late, or must alter arrangements less than 24 hours from the pickup or drop off time, a fee of \$75 will be charged.**

\_\_\_\_\_ (initial here) Renter agrees at least two people will be available to lift the Marley. MJDC staff cannot help with marley loading and unloading.

\_\_\_\_\_ (initial here) Renter agrees to only use Gaffer tape to secure Marley to the floor, and will only use spike tape that is removable without leaving marks. Renter also acknowledges that Rosin is NOT allowed on the Marley.





\_\_\_\_\_ (initial here) Renter agrees that the Marley must be re-rolled with the corresponding tube, and the tube must be visible at each end, so that future renters can easily identify the roll. Each roll has a specific number and dimensions, and the tube has the corresponding number and dimensions visible. Each roll has the number written on the 4 corners of the roll on the white side. It should be easy to match the tube to the roll based on looking at the corner on the white side of the roll.

\_\_\_\_\_ (initial here) Before returning the Marley, the Renter will make sure that the Marley is rolled up with black side out and has been thoroughly swept after usage, or mopped if shoes have been used. Any marks or damages to the marley are to be reported to the MJDC upon returning.

\_\_\_\_\_ (initial here) Renter will be charged for damage or necessary replacement of any Marley. Renter will be charged for any loss of Marley at the current market value. MJDC holds Renter solely responsible for the Marley until it is returned to MJDC. It is understood that any damage/discoloration to the surface on either side of the Marley significantly decreases its value.

Your signature below affirms that you understand the terms of this agreement. Please sign and date two copies and bring both copies with your deposit and payment.

\_\_\_\_\_  
Renter Signature & Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
MJDC Signature & Printed Name

\_\_\_\_\_  
Date