

Madison Ballet Rental Handbook

Welcome to the Odana Road Studios!

The Odana Road Studios are the primary rehearsal space for Madison Ballet and are home to all School of Madison Ballet classes.

As a renter, you can expect to find our studios clean and well-maintained and you are responsible for returning the studio to its “ready” state upon completion of your rental period.

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Madison Ballet Core Values



We place importance in our space being a positive, supportive, and welcoming environment for all. To that end, all users of our facility should align and adhere to the following Core Values:

Integrity

We will conduct every interaction with honesty, integrity, and mutual trust.

Accessibility

We will foster an inclusive and equitable space that is available to all.

Education

We encourage curiosity and wonder in support of lifelong learning.

Excellence

We will evaluate and reflect on our practices to hold ourselves to the highest standards of excellence.

Joy

We will find and promote playfulness and delight within ourselves and our actions.

Studio Overview

MADISONBALLET

The Madison Ballet studio is located at 6734 Odana Road on Madison's west side, with easy access to restaurants, shopping centers, and the Highway 12/14 interchange (beltline highway). In addition, the studio can be accessed by several Madison Metro bus routes and bike paths.

Street Address:
6734 Odana Road
Madison, WI 53719

The space includes:

- Three modern, spacious studios with viewing windows
- Two exterior entrances/exits with keyless entry locks
- Front lobby with seating area
- Four single stall bathrooms
- Kitchenette with refrigerator, microwave and dishwasher
- Two changing rooms with storage cubbies
- Madison Ballet-Guest Wi-fi
Password: ilikeyour22#
- First -aid kit located in the far right, second drawer of front desk

The entire Madison Ballet studios can be rented at a rate of \$100 per hour with a two-hour rental minimum.

Contact Information

If you are experiencing a medical emergency and/or require immediate assistance, please call 911 to reach the appropriate first responders.

Please direct any non-emergency rental questions or issues to:

Meranda Dooley, Director of Operations
Email: meranda@madisonballet.org
Phone: (608) 284-1546

Individual Studio Amenities

Studio A (25' x 66')

Maximum occupancy: 70

Rate: \$50/hr

Full-length mirrored wall, fully-sprung Harlequin Cascade marley flooring, four free-standing barres, full-length fixed wall barre, and a speaker compatible with Bluetooth and auxiliary input. Large observation windows allow viewing from the lobby area. Studio A is suitable for ballet, pointe, modern, jazz and other activities with soft-soled shoes or bare feet. Percussive dance (e.g. tap, flamenco) is not permitted in Studio A.

Studio B (24' x 39')

Maximum occupancy: 50

Rate: \$25/hr

Full-length mirrored wall, Harlequin Cascade marley flooring, three free-standing barres, full-length fixed wall barre, and a speaker compatible with Bluetooth and auxiliary input. Large observation windows allow viewing from the lobby area. Studio B is suitable for all types of dance, including percussive dance (e.g. tap, flamenco).

Studio C (24' x 38')

Maximum occupancy: 40

Rate: \$20/hr

Full-length mirrored wall, Harlequin Cascade marley flooring, two free-standing barres, two fixed wall barres, and a speaker compatible with Bluetooth and auxiliary input. Studio C has both an interior and an exterior entrance. Studio C has a sidelight window. Studio C is suitable for ballet, pointe, modern, jazz and other activities with soft-soled shoes or bare feet. Studio C is suitable for all types of dance, including percussive dance (e.g. tap, flamenco).

Rental Policies

All studio rentals will be coordinated between the renter and Meranda Dooley, the Director of Operations (meranda@madisonballet.org). Renter must complete and submit a Studio Rental Agreement form for the rental to be secured.

The renter will be notified via email to confirm the rental and receive instructions regarding how to access the building. Renters will receive a unique code to gain entry through our front entrance before and during their rental. Renters must verify that the doors are locked behind them upon exit from the space. If the doors fail to lock, the renter must immediately call Meranda at (608) 284-1546.

The space is generally available for rentals seven days a week from 7 AM-4 PM and 8 PM-11 PM. Rentals between the hours of 11 PM and 7 AM will be considered on a case-by-case basis at the discretion of Madison Ballet and may be subject to higher rental fees. School of Madison Ballet classes, Madison Ballet rehearsals, and staff meetings receive priority consideration for studio use.

Payment must be received at least 24 hours prior to use of the space. Payment may be made online via our Studio Director portal and we accept all major credit cards (Visa, MasterCard, Discover, American Express) as well as Electronic Funds Transfer (EFT). Cash and check payments are acceptable and must be received at least 24 hours prior to the rental. Checks should be made out to "Madison Ballet". Failure to pay for the rental at least 24 hours prior to use of the space may result in cancellation of the rental and denial of access. Rental fees are not negotiable, and no discounts will be given for any reason.

Cancellation of your rental reservation must be provided in writing 72 hours (3 days) prior to the reservation by emailing meranda@madisonballet.org. Phone cancellations will not be accepted. Requests for cancellation with less than 72 hours' notice are not eligible for refunds.

Rental Process

1. Complete the Studio Rental Agreement and submit to meranda@madisonballet.org.
2. Receive confirmation of the rental via email with further instructions regarding access and payment.
3. Submit rental payment at least 24 hours prior to the use of the space.
4. Use the rental space on a single or recurring basis. Respect the space and other users by following studio policies for each use.

Renter Expectations

Renters should respect the space and leave it in good condition after use and allow ample time to return the space to a “ready” state before the end of your rental period.

General expectations:

- Only ballet slippers, or other soft-sole shoes, pointe shoes, or socks may be worn in Studios A. Shoes of any kind (except high heels), socks, or bare feet can be worn in Studio B or Studio C.
- Stereo volume must be kept at a reasonable level so as not to disturb other classes, rehearsals, rentals, or businesses in adjacent suites.
- Only gaffers or spike tape may be used on our flooring (no masking or painter’s tape). Tape must be fully removed prior to exit.
- Food and beverage (except water) are prohibited in Studios A, B, and C.
- Tobacco-, alcohol- and drug-use are prohibited.
- For any serious medical injuries, complete and submit the Incident Form.

Prior to exit, additional expectations are that:

1. The studio(s) will be dry mopped to ensure the floors are clean and free of debris.
2. Portable barres are returned to their original locations.
3. Speakers are turned off and audio cords are connected.
4. Any spills/accidents are cleaned up and trash is thrown away. (Please dispose of liquids in sink prior to putting cups in trash.)
5. All personal effects are collected.
6. All lights are turned off (excluding the security lights in Studio C and the lobby).
7. Studio doors are closed.
8. Exterior doors are locked.