

Renting Studio Space

How to reserve space and charge customers if you rent studio space to others.

You can use your Studio Director account to set up a class that you can use to rent studio space to others. You can also charge rent for the space and record and/or collect payment.

To Set Up Rentable Studio Space

Create a Date Specific Season

- Click the *Admin* tab.
- In the Class / Date Administration section, click Seasons.
- In the Season field, enter a name for the new season you are creating.
- Enter the start and end dates for the season. For example, you can use Jan 1 and Dec 31 of the current year.
- Set the Viewable field to No.
- Set the Season Type field to Date Specific.
- Click Save Changes.

Create a Dummy Instructor

- Click the *Instructors* tab.
- Enter dummy instructor information. You can use any name and any contact details in the Instructor Information fields, but to prevent confusion in the future, you might want to give the instructor a name that will immediately indicate that he/she is not a real person.
- Click Save Changes.

Create a Class

- Click the *Classes* tab.
- In the Class Information fields, create a separate class for each time slot and location that you can rent out.
- Set the Season field to the season you just created.
- Set the start time and length to the time that the space will be rented.
- Set the class dates to the current date.
- Set the instructor to the dummy instructor you just created.
- Set the max size to 1.
- Set the location to the space that will be rented.
- Enter the amount you charge for the time slot into the Single Class Charge field.
- Click Save Changes.

Add Each Customer as a Family and as a Student

- Click the *Families* tab.
- Enter the customer information in the Family Information fields.
- Click Save Changes.
- Click the *Students* tab.
- Enter the customer information in the Student Information fields.
- Click Save Changes.

To Rent Studio Space

Edit the Class for the Appropriate Time Slot and Location

- Click the *Classes* tab.
- In the search results panel on the left side of the screen, click the name of the class with the time slot and location that will be rented.
- Add the day they want to rent in the Dates field.
- Make any other changes if needed.
- Click Save Changes.

Enroll the Customer in the Class

- On the Class Information page, click Add New Student.
- Select the customer's name from the student list.
- Select the box for the date to be rented.
- Click Save Changes.

Because the class has a maximum size of 1, The Studio Director will not let you rent the space to two customers on the same day at the same time.

Your customer will be charged the single class charge automatically on their family account ledger.