



## STUDIO RENTAL RULES & GUIDELINES

### GENERAL GUIDELINES

Staff will gladly assist with all special needs for studio and equipment usage. Please let us know 72 hours in advance if you require any special items such as tables, chairs or equipment.

- The renter must be at least 18 years or older to book space in our studios. As an alternative an adult may book space for a minor as long as they are present for the full duration of the rental time.
- Please inform all dancers and collaborators of the studio you will be using.
- Please inquire for specific studio by studio capacity restrictions.
- Smoking is not permitted anywhere in or around the building.
- Gibney reserves the right to show studios and adjoining facilities to prospective clients during operating hours. These visits will be staff supervised and coordinated with renters.
- Gibney reserves the right to enter any space at any time with discretion in the case of building emergencies and general operational needs.
- Building security will oblige visitors to sign in at the entrances of the buildings.
- Storage requests must be submitted via email to Operations staff no fewer than 72 hours in advance. Accommodation is not guaranteed. This protocol also applies to requests for materials (e.g. barres, tables, chairs, piano, etc.).
- Gibney asks studio renters to be sensitive to other activities going on during their event. Likewise, Gibney staff will make every effort to sensitize other clients to the renter's ongoing event. To contain noise spillover, please be sure to keep entrance doors closed whenever possible. Gibney reserves the right to limit noise levels during performances.
- Space booked as a non-profit dance rehearsal should not be used for showings, open rehearsals, events, classes, workshops, auditions, photo/videoshoots, or for-profit rehearsals. All rentals that fall outside of the boundaries of a regular non-profit or individual rehearsal must be booked and contracted by our rentals department. Any such additional use may lead to additional rental fees at the discretion of our Director of Center Rentals. Please contact [mariana@gibneydance.org](mailto:mariana@gibneydance.org) for more information on booking these types of rentals.

### GIBNEY 890 HOURS AND REGULATIONS

- Gibney is very appreciative of the dedication of 890 Broadway's security guards and elevator operators. We ask that they be treated with respect and courtesy.
- Security requires you to show a valid photo ID and signature to enter the building.
- Gibney Choreographic Center at 890 is open Monday through Friday 8 am to 9 pm and Saturday 9 am to 9 pm.
- Elevator service "up" ends at 7:30 pm on weekdays and 6:30 pm on Saturdays. Elevator service "down" ends at 8 pm on weekdays and at 7 pm on Saturdays. Use stairwell across from Studio 2 to exit the building after evening rentals.
- Make sure all members of your party are inside the building before the front doors lock at 7:30 pm Monday through Friday and 6:30 pm on Saturdays. **Re-entry into the building will be prohibited past these hours.**
- Freight elevator (located at 19 East 19th Street) hours are Monday through Friday 9:30 am to 11:30 am and 3 pm to 4 pm. For access outside of these hours, or on the weekend, contact the Operations Manager via email no less than 72 hours in advance.



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- The passenger elevator cannot accommodate bulky items and restricts the use of hand trucks and wheelers. Items that are bulky or that interfere with other passengers and are used outside of freight hours are required to be transported by stairwell.
- Propping any stairwell doors is strictly prohibited for the safety and security of all.

### **GIBNEY 280 HOURS AND REGULATIONS**

- Gibney: Agnes Varis Performing Arts Center at 280 is open Monday through Friday 8 am to 10 pm and Saturday and Sunday 10 am to 10pm.
- Main Entrance is located at 53A Chambers Street between Broadway and Elk.
- Items that require the use of the freight elevator must be prearranged via email with the Gibney 280 Operations staff no less than 72 hours in advance.

### **GIBNEY ACCESSIBILITY**

- As of September 26th, 2019 the main entrance (located at 53A Chambers St.) for Gibney 280 Broadway is an accessible entrance and available during all building hours: 8:00 am -10:00 pm Monday – Friday, and 10:00 am -10:00 pm on Saturdays and Sundays.
- The main entrance for Gibney: Choreographic Center at 890 Broadway is an accessible entrance and available during all building hours which are 7:30 am - 7:30pm Monday through Friday and 9:00 am - 6:30 pm on Saturdays. The entrance to the passenger elevator and all studio doorways are a minimum of 3 feet in width with a 7 foot clearance. Requests for reasonable accommodation or for access to the 890 Broadway facility outside of the listed hours should be made three days in advance by contacting Allison Sexton at [allison@gibneydance.org](mailto:allison@gibneydance.org) or 212.677.8560 (Voice only).

### **QUIET HOURS FROM 8-10 PM**

- Gibney is proud to be a multi-use space, which includes three flexible performance venues. To avoid disrupting performances, Gibney has instituted nightly Quiet Hours from 8pm-10pm at our Agnes Varis Performing Arts Center at 280 Broadway. All studio usage during Quiet Hours must limit sound levels, keep loud stomping and screaming/yelling/applause to a minimum and keep studio doors closed. Gibney staff reserves the right to monitor sound levels and ask renters to lower sound if deemed too loud for adjacent performances. In making the decision to rent space during quiet hours, renters are contractually agreeing to adhere to this policy. In the event of non-compliance, Gibney reserves the right to end rehearsals immediately with no refund of rental fees.

### **BOOKING AND CANCELATION POLICIES**

- All non-profit dance rehearsal rentals must be paid for at the time of booking via credit card, cash (up to \$40), or check regardless of whether the booking is made online, in person, or over the phone. If you wish to pay for your rentals via cash or check you will be required to book and pay for your space in person simultaneously.
- All cancellations must be submitted in writing via email to our Director of Center Rentals, Mariana Spósito at [mariana@gibneydance.org](mailto:mariana@gibneydance.org). When cancellations occur fewer than 7 days prior to the rental date the renter will be liable for the full payment of the space. If Gibney staff can rebook the space after this time, a 50% refund will be issued. When cancellations are made more than 7 days in advance to the rental date, a full refund of their previous payment will be issued.



## IMPORTANT RULES

Please use the studios with care and refrain from:

- Dragging the ballet barres.
- Moving the piano, speakers or furniture, or reconfiguring the stereo equipment.
- Leaning against or propping items against the mirrors.

Gibney does NOT allow:

- Vocalizing, rehearsing, warming up or para-professional activities in the hallways or public areas.
- The use of substances on the dance floor including but not limited to rosin, powder or tape (gaffer's tape and spike tape are permissible with prior approval, and residue must be cleaned by renter prior to vacating the space).
- Heavy or sharp objects on the dance floors.
- Hard soled/percussive footwear (character shoes permitted, provided they do not leave marks on the floor) in any studio other than Studio 8 at 890 Broadway and Studios D and F at 280 Broadway.
- Sharp objects on the studio floors. If any of the above requirements cannot be adhered to during the rental period, protective flooring must be laid down at the renter's cost. Based on production sets and scenery, Gibney may require a protective layer be added to all corners and edges.

## SHOE POLICY

To protect the studio floors, the use of any sort of shoe, sneaker, dance footwear or percussive footwear is strictly prohibited except in studios that have been specifically designated for shoe usage. Shoes are allowed in the following studios:

890 Broadway - Studio 6 (sneakers), Studio 7 (sneakers; tap shoes and heels permitted with use of the Masonite in the studio), Studio 8 (sneakers, tap shoes, heels), and Studio 9 (sneakers).

280 Broadway – Studio D (sneakers, tap shoes, heels), Studio E (sneakers), Studio F (sneakers, tap shoes, heels), Studio G (sneakers), Studio X (sneakers and tap shoes; heels are prohibited), Studio Z (sneakers and tap shoes; heels are prohibited).

Gibney has a zero-tolerance policy for violations of shoe restrictions. Violating renters will immediately have their rental privileges revoked.

## COMMON SPACES

The common spaces at Gibney, including the Greenroom at 890 Broadway and the Gallery and lobby areas at 280 Broadway, are here for the comfort and convenience of all.

- NO rehearsing or warming up.
- Please do your own dishes. and feel free to make coffee.
- Please avoid loud conversation and cell phone usage.



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- The refrigerator has designated sections for shared and not shared foods and beverages and will be cleaned out every Saturday.
- Be aware of and courteous to all who share this space.
- Children should be accompanied by an adult at all times and should refrain from running or making loud noises in the common spaces. For rentals that involve kids, all parents with children should use our waiting area located behind the 280 welcome desk when not inside the studios. Should the capacity exceed 10 people, a second holding room will be required to book.

## **EXITING THE STUDIOS**

- Please be respectful of the artists using the space following your rental time; please refrain from staying in the studios past your allotted rental time.
- We ask that the studios be left in the same – or better – condition than they are found. Please be aware of and cleanup any items that may be left behind such as but not limited to: trash, clothing items, chairs, bags, water bottles, food.
- Turn off the stereo and return to original location if applicable.
- Return TV/DVD cart to original location if applicable.
- Turn off studio lights, fans and AC units.
- Lock the studio door and confirm that it is locked.
- Close windows, particularly in winter, during rain, and at night.