



## STUDIO RENTAL GUIDELINES & POLICIES

(Updated March 2022)

### COVID-19 POLICIES AND PROCEDURES

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For all who visit Gibney, we have developed operations and safety plans for reopening amid the COVID-19 pandemic. These plans are forward-thinking and flexible, incorporating all the knowledge and resources made available to us by the state of New York, the CDC, WHO and the guidance of experts in the fields of medicine, operations, HVAC and sanitation.

All renters must adhere to the following policies and procedures:

- Beginning **September, 7<sup>th</sup> 2021** all visitors will be required to show their **proof of full COVID-19 vaccination** in order to access the Sign in App and enter Gibney Center.
  - a. Please provide proof of vaccination 24 hours in advance using [this secure form](#).
  - b. **Beginning on September 22, 890 Broadway's building-wide policy will require advance vaccine verification to enter.** This means that all individuals visiting Gibney 890 Broadway, Floor 5 must submit proof of vaccination 24 hours in advance. **Visitors will not be allowed in the building without doing so and verification will not be possible upon arrival.**
- Each day, a health screening must be completed on Sign In App with the successfully passed health screening notification displayed to Security in order to gain entry. Any individual who does not pass the health questionnaire will not be permitted entry.
  - a. The questionnaire used for screening changes intermittently based on evolving CDC guidance, new information around COVID-19, and to ensure the public is actively reading and responding to each question.
  - b. For those submitting vaccination proof for the first time, that proof in addition to a valid ID will also be required for upload as part of the screening, allowing a personal Sign In App account to be created for future use.
  - c. Your information is kept confidential. A valid ID must also be shown upon arrival to the security onsite.
- Masks/face coverings are **recommended** at Gibney center in the studios and common areas.
- Do not visit Gibney if you have a fever or do not feel well.
- Frequent hand washing with soap or hand sanitizer is necessary.
- Avoid touching your eyes, nose, and mouth. Cover your cough or sneeze with a tissue, an elbow or your shoulder.

Prepare Before You Arrive:

- Please review Gibney's [Plan Your Visit](#) page for the most up to date COVID-19 safety protocols and guidance for visiting our centers.

Arriving and Exiting Your Studio:

At Gibney 890:

- Entrance security staff will check your **photo ID** and ensure that you have **signed-in via the [Companion app](#)** and completed **the health survey questionnaire**.
  - Beginning **Tuesday, September 7th**, all visitors will be required to show their proof of full COVID-19 vaccination in order to access the Sign in App and enter Gibney Center.



- Please provide proof of vaccination 24 hours in advance using [this secure form](#). By doing so, you will receive an email with instructions to reset your Sign In app account and you will be able to use the app in the building lobby to complete the health survey on your mobile device.
- Proceed to the 5th floor via the elevator or Stairwell B.
- To exit the building, please use the elevator or Stairwell C (located beside the vending machines).

#### At Gibney 280:

- Enter at 53A Chambers Street where entrance security staff will check your **photo ID** and ensure that you have **signed-in via the [Companion app](#)** and completed the **health survey questionnaire**.
  - Beginning Tuesday, September 7th, all visitors will be required to show their proof of full COVID-19 vaccination in order to access the Sign in App and enter Gibney Center.
  - Please provide proof of vaccination 24 hours in advance using [this secure form](#). By doing so, you will receive an email with instructions to reset your Sign In app account and you will be able to use the app in the building lobby to complete the health survey on your mobile device.
  - You may also provide proof of vaccination in person, along with setting up a new Sign in app account (for your first visit only) and completing the health questionnaire; please note that completing verification on-site will take more time.
- Proceed to the 2<sup>nd</sup> floor via the elevator or staircase.
- To exit the building, please use the elevator or staircase.

#### Exiting Studios:

- We ask that the studios be left in the same – or better – condition than they are found. Please be aware of and clean up 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.
- Turn off studio lights and leave doors open with AC units on and windows open for increased air flow in the space.
- Be courteous of other renters and do not linger in the studios past your rental time.

#### Lost and Found:

For sanitary reasons, the lost and found will only be available in the office at both Gibney 280 and 890 centers. If you lose a valuable item at Gibney, you can call the front desk and schedule a date and time to pick up your lost item at the entrance.

#### **GIBNEY 890 HOURS AND REGULATIONS**

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##### Building Operating Hours:

- Monday through Friday 8am to 7:30pm
- Saturday 9am to 6:30pm. Sundays Gibney and the building are closed.

**Re-entry into the building is strictly prohibited following this time. Propping any stairwell doors is strictly prohibited for the safety and security of all.**



#### Passenger Elevator Service:

- Service "up" ends at 7:30pm on weekdays and at 6:30pm on Saturdays.
- Service "down" ends at 8pm on weekdays and at 7pm on Saturdays.

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.

#### Accessibility:

- Gibney 890's accessible entrance is located at the main entrance of 890 Broadway during the hours of 8:00am – 7:30pm Monday through Friday and 9:00am – 6:30pm 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 the Operations team at [operations@gibneydance.org](mailto:operations@gibneydance.org) or 212.677.8560 (Voice only).

#### Shoe Policy:

To protect the studio floors, some studios have been specifically designated for shoe usage. Gibney has a zero-tolerance policy for violations of shoe restrictions. Shoes are allowed in the following studios:

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

## GIBNEY 280 HOURS AND REGULATIONS

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#### Building Operating Hours

- Monday through Friday 8am-10pm.
- Saturday and Sunday 10am to 10pm.

Entrance is located at 53A Chambers Street between Broadway and Elk.

#### Accessibility:

- Gibney 280's accessible entrance is located at the main entrance of 53A Chambers St. during all building operating hours.

#### Shoe Policy:

To protect the studio floors, some studios have been specifically designated for shoe usage. Gibney has a zero-tolerance policy for violations of shoe restrictions. Shoes are allowed in the following studios:

- Studio D (sneakers, tap, heels)
- Studio E (sneakers)
- Studio F (sneakers, tap, heels)
- Studio G (sneakers)
- Studio X (sneakers and tap; heels prohibited)
- Studio Z (sneakers and tap; heels prohibited)



#### Quiet Hours:

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.

### **GIBNEY CODE OF CONDUCT**

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Gibney is committed to building a respectful and open community. Our aim is to create a space where all members of our community feel welcome and comfortable. As such, negative and inappropriate behaviors are not acceptable at Gibney, including verbal abuse, hate speech, physical assault, disrespect, intimidation, or other forms of misconduct.

We reserve the right to refuse service and/or to restrict access to any visitor whose presence or participation at Gibney jeopardizes the welcoming and inclusive culture we are working to establish, or detracts from the safety, welfare, and wellbeing of other patrons or staff.

Gibney seeks to create an equitable, inclusive, and diverse community representative of the core values of our organization. Any forms of discrimination based on race, ethnicity, gender identity, sexual orientation, religion, national origin, age, physical or mental disability, or any other grounds are not permitted on the premises. Gibney reserves the right, at its own discretion, to reprogram any Gibney activity and to dismiss any individuals or groups who infringe upon this Code of Conduct.

To access a full list of Gibney's Statements visit the website [here](#).

### **GENERAL RENTAL GUIDELINES AND POLICIES**

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- No smoking, flammable special effects, candles, incense or any other kind of open flame are permitted anywhere at Gibney, including the theater. The use of smoke machines, hazers, dry ice and other atmospheric effects are not permitted.
- **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 [rentals@gibneydance.org](mailto:rentals@gibneydance.org) for more information on booking these types of rentals.
- 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.
- Gibney reserves the right to enter any space at any time with discretion in the case of building emergencies and general operational needs.



- 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.
- Children should be accompanied by an adult at all times and should refrain from running or making loud noises in the common spaces.
- 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.

Gibney does NOT allow:

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

## **BOOKING AND CANCELLATION POLICIES**

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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 rental cancellations must be submitted via your [Gibney Rentals login account](#).**

Once you are logged in, go to 'My Rentals,' choose the rental you wish to cancel, and select the 'Cancel Rental' button at the top, right of the page.

- 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.

Due to the COVID-19 pandemic, Gibney's cancellation policy will be flexible for cancellations made due to sickness or health concerns.