



NPDR RENTAL GUIDELINES & POLICIES

(Updated August 2023)

COVID-19 POLICIES AND PROCEDURES

Gibney has developed a thorough and flexible [COVID-19 Reopening Plan](#) for safe operation amid the pandemic. This plan was assembled by a collaborative team and incorporates guidance made available by New York City and State, the Centers for Disease Control and Prevention (CDC), and the World Health Organization (WHO) in addition to the advice shared by experts in the fields of the performing arts, medicine, operations, HVAC, and sanitation.

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

BUILDING SIGN-IN PROCEDURES

- A Sign In App account is still required to enter Gibney Center.
 - **For first-time visitors**, you can create an account by entering your full name and email (optional) into the system upon arrival at our facilities.
 - **For those who have active accounts**, you will simply sign-in upon arrival by using:
 - i. The Sign In App Companion on your mobile device (if you have preregistered with your email)
 - ii. Your mobile device to scan the QR code posted on signage in the lobby, or
 - iii. The iPad available at the security desk.

GIBNEY CODE OF CONDUCT

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](#).

Please note that failure to comply with Gibney's code of conduct may result in a hold on your Gibney Rental account, preventing your ability to book space at the Gibney centers.



GIBNEY 890 BROADWAY / UNION SQUARE

Building Operating Hours:

- Monday through Friday 8am to 7:30pm
- Saturday 9am to 6:30pm. Sundays Gibney and the building are closed.
- Extended building hours are available for an additional \$125/HR to the studio rental fees and must be requested at least 72 hours in advance.

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.

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.

Freight Elevator Service:

- Monday through Friday 9:00am to 12:00pm and 3pm to 4pm.
- Entrance located at 19 East 19th Street.

For access outside of these hours, or on the weekend, contact the Operations team at operations@gibneydance.org no less than 72 hours in advance. Additional fees will apply.

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 9:00 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 the Operations team at 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 when **dancing** in the following shoes per studios:

- Studio 1 (jazz, ballet, pointe)
- Studio 2 (jazz, ballet, pointe)
- Studio 3 (jazz, ballet, pointe)
- Studio 4 (jazz, ballet, pointe)
- Studio 5-2 (jazz, ballet, pointe)
- Studio 6 (jazz, ballet, pointe, sneakers, tap, character shoes, heels)
- Studio 7 (jazz, ballet, pointe, sneakers, tap, character shoes, heels)
- Studio 8 (jazz, ballet, pointe, sneakers, tap, character shoes, heels)
- Studio 9 (jazz, ballet, pointe, sneakers, tap, character shoes, heels)

All shoes are permitted for **pedestrian movement** (sitting, standing, walking, etc).



Masonite can be used to protect the studio floors when using different footwear and/or storing heavy props, instruments, and equipment.

GIBNEY 280 BROADWAY / LOWER MANHATTAN

Building Operating Hours:

- Monday through Friday 8am-10pm.
- Saturday and Sunday 10am to 10pm.
- Extended building hours are available for an additional \$125/HR to the studio rental fees and must be requested at least 72 hours in advance.

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

Freight Elevator Service:

- Monday-Friday 8am-10pm and Saturday-Sunday 10am-10pm.
- Entrance located at 35 Reade St.

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. Please email the Operations team at operations@gibneydance.org.

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 when **dancing** in the following shoes per studio:

- Studio A (jazz, ballet, pointe, sneakers, tap, character shoes, heels)
- Studio B (jazz, ballet, pointe, sneakers, tap, character shoes, heels)
- Studio C (jazz, ballet, pointe)
- Studio D (jazz, ballet, pointe, sneakers, tap, character shoes, heels)
- Studio E (jazz, ballet, pointe, sneakers)
- Studio F (jazz, ballet, pointe, sneakers, tap, character shoes, heels)
- Studio G (jazz, ballet, pointe, sneakers)
- Studio H (jazz, ballet, pointe)
- Studio U (jazz, ballet, pointe)
- Studio V (jazz, ballet, pointe)
- Studio W (jazz, ballet, point)
- Studio X (jazz, ballet, pointe, sneakers, tap, character shoes; heels prohibited)
- Studio Y (jazz, ballet, pointe)
- Studio Z (jazz, ballet, pointe, sneakers and tap character shoes; heels prohibited)

All shoes are permitted for **pedestrian movement** (sitting, standing, walking, etc).

Masonite can be used to protect the studio floors when using different footwear and/or storing heavy props, instruments, and equipment.

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 7pm-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.

GENERAL RENTAL GUIDELINES AND POLICIES

Please note that failure to comply with Gibney's rental guidelines, studio shoe policies, and/or code of conduct may result in a fine and/or hold on your Gibney Rental account, preventing your ability to book space at the Gibney centers.

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. Please contact rentals@gibneydance.org for more information on booking these types of rentals.

- Gibney **does not allow e-bikes or e-bike batteries** to be kept/charged in our studios or our common areas.
- Smoking, the use of flammable special effects, candles, incense, or any other kind of open flame **are not permitted** anywhere at Gibney, including the theater. The use of smoke machines, hazers, dry ice, and other atmospheric effects are not permitted.
- Please refrain from dragging the ballet barres, moving the piano, speakers/stereo, or furniture, leaning against or propping items against the mirrors.
- Please avoid vocalizing, rehearsing, warming up or para-professional activities in the hallways or common areas.
- If any of the following 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 to be added to all corners and edges.
 - Renters are not allowed to secure anything to the walls, floors, or ceilings, with screws, nails, tape, or adhesive without Gibney approval.
 - Please avoid heavy or sharp objects on the studio floors.
 - The use of substances on the dance floor including but not limited to rosin, powder or tape are not allowed (gaffer's tape and spike tape are permissible with prior approval).
- We ask 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 ongoing event. To



contain noise spillover, please be sure to keep all entrance doors closed whenever possible. Gibney reserves the right to limit noise levels during all activities and rentals.

- **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 children's classes or auditions, all parents with children should drop them off at the studio that has been rented and return at the end of the time to pick them up.
- As the renter, you must be **18 years or older** to book space and provide a signature on the rental contract.
- Gibney reserves the right to show studios and adjoining facilities to prospective clients during operating hours.
- Gibney is not responsible for items left in the studios or lost at our center.

Exiting Studios:

- We ask that the studios be left in the same – or better – condition as 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 the AC units on.
- Be courteous of other renters and do not linger in the studios past your rental time.

BOOKING AND CANCELLATION 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 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.