Grantees will coordinate space bookings with A.R.T./New York’s facilities staff. The following booking options and guidelines will be applicable to grantees upon receipt of their grant.

**Creative Space Grant Credit is subject to the following restrictions:**

* Grant Credit may be used for bookings at either South Oxford Space or Spaces @ 520.
* Credit cannot be transferred to other companies or individuals.
* **Grant credit cannot be retroactively applied to reservations already made with A.R.T./New York.**
* **Unused credit cannot be carried over to the next grant cycle**
* Grantees may request any of the studio and meeting rooms at South Oxford Space or Spaces @ 520. While A.R.T./New York will try to accommodate all requests, rooms are subject to availability.
* Due to the layout of the facilities, certain noise and capacity restrictions might apply. A.R.T./New York reserves the right to restrict space use, especially for rehearsals and events that involve dance, excessive noise or occupancy, or the use of musical instruments in excess of the pianos provided.

**When booking space, grantees must:**

* Clearly state that they intend to use credit from their grant award when making their reservation.
* Indicate their intended use of the space honestly and accurately when making their reservation.
* Confirm with facilities staff prior to booking that the desired studio can accommodate special needs, including but not limited to: loud noise, music, and sound equipment.
* Provide advance notice to facilities staff for bookings that will involve unusually large groups, or other special circumstances.

**Cancellations, no-shows, and unused credit**

* Grantees wishing to cancel a reservation must do so **at least** three days in advance, or the credit used for booking will be forfeit.
* All credit unused by the end of the grant period will be forfeit.
* Excessive late cancellations, no-shows, unused credit, and rule violations could affect eligibility for future grant cycles.
* In the event that a company’s plans change and Creative Space Grant credit is no longer needed, Grantees can return all or part of their credit without affecting their future eligibility if they contact A.R.T./New York staff by September 30th, 2019.
* Grantees that leave $200 or more in Creative Space Grant credit unused will be deemed ineligible for the following cycle.

**Deposits for large reservations:**

* Reservations over $500 require a 25% non-refundable, non-transferable deposit. The deposit is required on a date determined with the booking company (between 1-5 months in advance of the booking depending on when the booking is made) before the first day of bookings. For any cancellations made after the deposit due date, A.R.T./New York will keep 25% of the cost of cancelled space.
* Groups booking large one-off events, performances, meetings, and/or workshops may also be required to put down a non-refundable deposit that equals 25% of the booking cost.
* Groups with a Creative Space Grant may use their grant towards these deposits. Per the above guidelines, if a cancellation occurs after the deposit date, 25% of cost of the cancelled space will be taken out of the remaining Creative Space Grant credit. Any additional payment that was made will be credited back to the grant.

For facility information, visit [www.art-newyork.org/rehearsal-space](http://www.art-newyork.org/rehearsal-space). For more information about this grant program, please contact Hope Chavez, Programs Manager, at [hchavez@art-newyork.org](mailto:hchavez@art-newyork.org) or (212) 244-6667 ext. 224.