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 Hours *may not* be used for:** | **Creative Space Grant Hours are intended for:** |
| * Revenue generating events, such as performances, galas, or fundraising events * Publicly advertised events intended for audiences, such as performances, or large readings * Parties | * Rehearsals * Auditions (no open calls) * Meetings |

**Creative Space Grant Hours are subject to the following restrictions:**

* Grant hours may be used for bookings at either South Oxford Space or Spaces @ 520. However, grant hours may not be used for bookings at Spaces @ 520 after 6pm Monday through Wednesday or for bookings at either South Oxford Space or Spaces @ 520 before 6pm on Saturday
* Hours cannot be transferred to other companies or individuals.
* **Grant hours cannot be retroactively applied to reservations already made with A.R.T./New York.**
* **Unused hours cannot be carried over to the next grant cycle**
* Grantees may request any of the studio and meeting rooms at its two shared space facilities. 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
* Storage space is very limited, cannot be guaranteed, and incurs a cost which is not subsidized by the grant.

**When booking space, grantees must:**

* Clearly state that hours are to be applied to 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 unbooked hours**

* Grantees wishing to cancel a reservation must do so **at least** three days in advance, or those hours will be forfeit.
* All hours unused by the end of the grant period will be forfeit.
* Excessive late cancellations, no-shows, unbooked hours, and rule violations could affect eligibility for future grant cycles.

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 Programs Coordinator Corinne Woods, at [cwoods@art-newyork.org](mailto:cwoods@art-newyork.org) or (212) 244-6667 ext. 241.