



New York Live Arts
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Home of the Bill T. Jones /
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NEW YORK LIVE ARTS

White & Robbins Studio Guidelines and Rental Policies

Dear Live Arts Artist Community,

Welcome back to New York Live Arts!

As new CDC guidelines continue to be released and New York State has lifted its restrictions in response to NYS having reached 70% vaccination status, we have fully reopened our studios. Please see our studio guidelines and rental policies, detailing the procedures and protocols for building access and studio use below.

Thank you!

HOURS OF OPERATION:

New York Live Arts is open from 10am-10pm, Monday - Sunday. Access to the building is not allowed prior to opening and closing of the facility. Renters are NOT permitted in the studios before or after booking times. Studios must be clear of personal items and renters must exit the studio promptly at the end of rental period.

STUDIO & 3rd FLOOR DRESSING ROOM COVID-19 BEST PRACTICE GUIDELINES

- Capacity limits for each studio: the White and Robbins, shall not exceed fifteen (15) persons. Open configuration (BOTH STUDIOS) capacity is limited to thirty (30) persons.
- Non-vaccinated people are required to wear masks in public areas including and not limited to: Lobby, Elevator, 3rd Floor Foyer, Dressing Rooms, and Lobby bathrooms.
- **Non vaccinated people are required to wear face masks** during studio rehearsal periods
- All in the studio are encouraged to exercise social distancing of 6 feet if rehearsal includes persons that are not fully vaccinated
- To minimize outside contaminants, artists are required to keep outer garments in the locker room, only wearing rehearsal clothing while in studios
- All personal belongings must be stored in dressing room lockers when not in use
- We encourage the use of stairs whenever possible
- Hand sanitizer stations are available and encouraged to be used as needed
- **Water fountains located on the third (3) floor and lobby are for WATER BOTTLE FILLINGS ONLY.**

STUDIOS ACCESS AND PROTOCOLS

- NEW YORK LIVE ARTS' third (3rd) floor terrace access is PROHIBITED..
- NEW YORK LIVE ARTS is a No Smoking facility (Cigarettes, e-Cigarettes & Vaping is PROHIBITED).
- The use of open flames, including candles, incense, or oil diffusers is PROHIBITED.
- NEW YORK LIVE ARTS studios may not be altered or tampered. No nails, tacks, screws, tape or paint may be used on walls, ceilings or floors. Only Gaff Tape is allowed and must be removed at end of rental period.
- The piano is available in the David R. White studio ONLY. It's PROHIBITED to remove the piano from studio and removal will incur a fine of up to \$175.
- The 3rd floor foyer shall not be used as warm-up space limiting the egress of the White & Robbins studios.
- Front desk staff is available to assist with issues pertaining to audio equipment and temperature control. Please notify the front desk of any issues. Dial ext.200 from the studio phone located on the wall.
- Street shoes, tap or hard-soled shoes, food and beverages (excluding bottled water) are strictly prohibited in the studios at all times. Dance shoes (i.e. jazz shoes or ballet slippers) are permissible.
- The use of rosin on the studios' marley is STRICTLY PROHIBITED and may be subject to a penalty fine.
- Renters must promptly exit studios at the end of their booking.
- Sound levels from audio equipment must not exceed moderate levels to prevent disrupting any activity in the adjacent studio. Live Arts may PROHIBIT artists from renting studio space if found disruptive.
- Live Arts reserves the right to seek monetary compensation for damages to studio and/or studio audio equipment during rental period.
- NO live music including percussion instruments, are allowed in the studios.
- ALL personal belongings must be removed from the studio and dressing room at the end of studio use. Any items left behind will be placed in LOST and FOUND and held for one (1) week before discard. Please inquire with the front desk for lost and found items.

SCHEDULING YOUR STUDIO TIME

Please book appointments through our online studio scheduling portal, Mindbody. Please reference our website for more information about how to book [Live Arts Studios](#).

For questions and concerns about booking, please reach out to Gregory English-genglish@newyorklivearts.org.

BUILDING UPGRADES & SYSTEM CHANGES

Live Arts has implemented many building-wide changes to our infrastructure to ensure that our staff, artists, audiences and supporters are in a safe, sanitized, and healthy environment. As we support the return of our artists community, please see the changes and upgrades we've put in place:

- The HVAC system utilizes Merv-13 HEPA filters and Needlepoint Bipolar Ionizers Technology (NBIT). NBIT releases charged atoms that deactivate harmful substances in air and surfaces; including bacteria, mold, allergens, and viruses within 30 minutes. [Bi-polar ionization tech article](#)
- Touch-free temperature monitoring system has been installed in the lobby.

- Hands-free sanitizing stations have been installed at all entrances and high traffic areas.
- Entire building is disinfected each morning with 24 hour anti-bacterial cleaning products. High-touch areas are also cleaned during the day including: door handles, railings, water coolers, pianos, dressing rooms, lockers and elevator buttons.

PAYMENT POLICIES

Payment is due prior to each rental. NO EXCEPTIONS. Renters will not be given access to the studios prior to making payment in full.

- Artists must sign a policy waiver and leave a valid Credit Card on file upon booking the space.
- Payment is accepted by Credit or Debit Card ONLY. There is a \$10 minimum for credit card payments.

Renters with an overdue balance WILL NOT be permitted access to studio until payment in full is received. New York Live Arts reserves the right to charge Credit Cards on file for outstanding balances and fees. For any disputes regarding billing and payments, please contact the Operations Manager: Gregory English, genglish@newyorklivearts.org

CANCELLATION POLICY:

We have a one (1) week cancellation policy for most rehearsal bookings unless otherwise specified in your rental agreement. Renters are responsible for payment for all cancellations after the deadline that are not re-booked by another renter. If you need to cancel a booking after the one (1) week deadline, please call the front desk: 212.691.6500 x200; or email the Operations Manager Gregory English, genglish@newyorklivearts.org

****PLEASE NOTE****

Subsidized Rehearsals are generously made possible by grants from the New York State Council on the Arts and Dance/NYC. These grants allow New York Live Arts to offer limited hours each month at the \$10/hr rate for qualifying artists. After all subsidized hours have all been used, requests will be accepted and modified appropriately as Rehearsals at the competitive rate of \$20/hr.