



**CONTACT:**  
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## **NEW YORK LIVE ARTS**

### **White & Robbins Studio Guidelines and Rental Policies**

#### **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.

**PLEASE arrive fifteen (15) minutes prior** to scheduled studio booking and check-in at the front desk.

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

- **The use of face mask is OPTIONAL** to be worn during studio rehearsal periods and when accessing the Live Arts facility.
- 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.

#### **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.
- NEW YORK LIVE ARTS has a strict Code of Conduct policy. Anyone found to engage in activity that is disrespectful, threatening, demeaning or cause, attempt to cause bodily harm to either Live Arts staff or fellow renters, will be PROHIBITED from further studio access and bookings.

### **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](mailto:genglish@newyorklivearts.org).

### **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](mailto:genglish@newyorklivearts.org)

### **CANCELLATION POLICY:**

We have a two (2) weeks 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 two (2) weeks deadline, please call the front desk: 212.691.6500 x200; or email the Operations Manager Gregory English, [genglish@newyorklivearts.org](mailto: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.