

NEW YORK LIVE ARTS Studio Guidelines and Rental Policies

NEW YORK LIVE ARTS HOURS & REGULATIONS

BUILDING OPERATING HOURS:

- MONDAY - SUNDAY, 10AM - 10PM
- Access is NOT PERMITTED before building operating hours
- To safeguard our building and artists community, we've implemented the security measure of locking our main entrance doors. PLEASE USE THE OUTSIDE DOORBELL FOR BUILDING ENTRY
- You must sign in at the box office

STUDIO CAPACITY:

- David R. White studio - 92 ppl
- Jerome Robbins studio - 85 ppl
- BOTH Studios, Wall Partition Removed - 177 ppl

NEW YORK LIVE ARTS maintains the right to use video surveillance on these premises

RENTAL POLICIES

NEW YORK LIVE ARTS **PROHIBITS** THE FOLLOWING:

- Access to the third (3rd) floor terrace.
- The use of Cigarettes, e-Cigarettes & Vapes, open flames, including candles, incense, or oil diffusers.
- Live Music, including percussion instruments, inside studios.
 - Both studios must be booked, and communication via studios@newyorklivearts.org must be received before the reservation.
- Food and beverages (Except WATER).
- Using nails, tacks, screws, tape or paint on the walls, ceilings or floors. Only Gaff and Spike tape is allowed and must be removed at end of rental period.
 - *A \$100 fee will be applied to remove tape residue left at the end of a rental period.*
- Using the foyer area for warm-up that blocks studio access and stairwell egress.
- The use of glitter, street shoes, tap or hard-soled shoes.
- The use of rosin on the studios' marley.
- Leaning against or propping items against wall mirrors.
- 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 \$200.

STUDIO GUIDLINES :

- Please notify the box office staff of any issues. Dial ext.200 from the studio phone located on the wall.
- Renters must promptly exit the 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.
- To use the audio equipment, please read the instructions on top of the speaker. If you are experiencing trouble operating the system, please reach out to our box office staff.
- 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.
- Live Arts reserves the right to seek monetary compensation for damages to studio and/or studio audio equipment during rental period.

CODE OF CONDUCT:

NEW YORK LIVE ARTS reserves the right to refuse access to studio and/ or studio bookings if renter and/or renter's guests are found to jeopardize the safety and well-being of patrons and staff. If renter is found to be engaging in any hate speech, disrespectful language, verbal and /or physical abuse, intimidating behavior or any other form of misconduct, renter may be subject to removal and permanent revocation of studio access at NEW YORK LIVE ARTS.

BOOKINGS AND CANCELLATIONS

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

For questions and concerns about booking, please reach out to Tricia Navigato - studios@newyorklivearts.org

We have a two (2) week cancellation policy for all bookings. You can change or cancel your reservation up to 12 days before your booking. Renters are responsible for payment for all cancellations after the deadline.

PAYMENT POLICIES

All bookings require a credit card on file. That card will get charged nine (9) days prior to your scheduled session.

All payments are non-refundable. Changes or cancellations must be made in accordance with our cancellation policy.

For any questions regarding billing and payments, please contact Tricia Navigato at studios@newyorklivearts.org.

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