



Size of Permitted Space	Island Resident Non-Profit Rate	Island Resident Rate	Non-Resident Rate
320 - 620 sq. ft.	\$15/hour	\$30/hour	\$60/hour
621 - 1030 sq. ft.	\$20/hour	\$40/hour	\$80/hour
1031 + sq. ft.	\$25/hour	\$50/hour	\$100/hour

The Roosevelt Island Cultural Center

Facility Use Guidelines

The intent of this policy is to promote regular and active use of the Roosevelt Island Cultural Center. It outlines scheduling procedures, rental classifications, fees, and sets rules and regulations for use of the facility.

The Roosevelt Island Cultural Center shall be made available to groups, organizations and individuals (“users”) who wish to conduct activities which promote, stimulate and foster the interest of residents and the Roosevelt Island community. It shall serve as a safe and cooperative multi-purpose facility to support the arts, education, recreation and other cultural activities. The following guidelines shall pertain to all users who desire to use areas at the Cultural Center in accordance with this policy.

1) Hours of Operation

The Cultural Center is managed by the Roosevelt Island Operating Corporation (RIOC). Usage of the space will be permissible 24 hours, 7 days a week. A RIOC employee will be available Monday through Friday from 9 AM- 5 PM and will handle scheduling, answer questions and assist with the permitting process for space reservations and storage.

2) Facility Access

Only authorized RIOC employees or their contractors will be permitted to have keys to the Cultural Center.

Once a permit is executed, permit holders will be issued two access cards. Additional access cards and replacements for lost cards can be purchased for \$10.00 each. These cards will be preprogrammed to grant access to the facility during scheduled uses only. At the end of the permitted term, access cards should be returned to the program coordinator. For emergency access, permit holders should contact Public Safety.

3) Scheduling & Reservation Period

All users will be required to reserve space/rooms through a RIOC designated employee located at the RIOC office at the Cultural Center. Reservations will be given on a first come first serve basis. Long term rental reservations will be considered on a first come, first served basis for the duration of the reservation. **No permit is finalized until it is paid in full and evidence of insurance is received.** Best efforts will be made to keep ongoing reservations to allow for conformity of service.

- Permits for individual dates are booked on a rolling first come, first serve basis.
- Permits for multiple dates are booked quarterly. Applications are accepted in accordance with the table below. Only dates that fall under each specified Permit time frame will be booked. No requests further in advance will be permitted, however every effort will be made to honor longstanding usage arrangements. All multiple date permits must be paid in full before the first scheduled date. **Once a permit is signed and fully executed, requested additions or changes will be subject to a \$25.00 Permit Change Fee.**

Time Frame	Applications Accepted
January 1 – March 31	November 21-30
April 1 – June 30	February 21-28
July 1 – September 30	May 21-31
October 1 – December 31	August 21-31

4) Fees

Rental Classifications will determine the rental rates for each group that utilizes the space and will be dependent on square footage permitted:

Size of Permitted Space	Resident Non-Profit Rate	Resident Rate	Non-Resident Rate
150 – 620 sq. ft.	\$15/hour	\$30/hour	\$60/hour
621 – 1030 sq. ft.	\$20/hour	\$40/hour	\$80/hour
1031 + sq. ft.	\$25/hour	\$50/hour	\$100/hr

5) Storage

Storage will be available for long term use for permit holders only but shall not exceed the permitted term. Storage units will be considered on a first come, first serve basis for the duration of the reservation. **RIOC will not be responsible for any items left inside the storage area or facility.**

Size of Storage Space	Resident Non-Profit Rate	Non-Resident Rate
3' W x 3'D x 3'9''T	\$15/month	\$60/month
3' W x 3'D x 7'6''T	\$25/month	\$100/month
6' W x 3'D x 7'6''T	\$50/month	\$200/month

6) Decorations

Failure to comply with decoration guidelines set forth below may result in loss of security deposit. A decoration plan and installation methods must be pre-approved by RIOC. RIOC reserves the right to remove all decorations which do not meet a pre-approved plan. All decorating time must be included in the rental hours. Items must be removed after the reservation period.

- No double-sided tape or Scotch tape shall be used in decorating. Use poster putty, removable blue painters tape or removable poster tape only on flat painted walls or tables. No tape shall be used on the ceiling.
- No nails shall be used in decorating.
- No staples or tacks on flat painted walls, ceilings, or tables shall be used in decorating.
- No lit candles or open flame shall be used in decorating.
- No banners, streamers, balloons or signs may be attached to any area without prior approval by RIOC staff. Any pre-approved attachments must be removed by the group using the Cultural Center immediately after the reservation period.

7) Insurance

Permittee hereby unconditionally and absolutely agrees to defend, indemnify and hold harmless for any damage done as a result of permitted occupancy RIOC and its directors, officers, employees, consultants, contractors, subcontractors and agents, the Empire State Development, the New York State Division of Housing and Community Renewal, the City of New York, the State of New York, and BSREP-UA Roosevelt Landings LLC C/O Urban American Management. Permittee agrees to maintain comprehensive general liability insurance in the amount of \$2,000,000 per occurrence with an insurance company acceptable to RIOC naming the Indemnitees (see above) as additional insureds with 10 days' prior written notice of cancellation or material change to RIOC; and Permittee shall file with RIOC insurance certificate(s) evidencing such insurance as a condition precedent to the effectiveness of this Permit and prior to entry onto the Licensed Premises.

8) Permitting and Payment Terms

Once an application is approved, customer will receive an invoice for the total amount of their request. The invoice also explains RIOC's insurance requirements. Payment must be made in full and a certificate of liability meeting all of RIOC's requirements must be submitted before a permit will be granted. Payment can be made by check, money order, or by credit card for an additional 4% fee. A fully executed permit with signatures from RIOC personnel serves as receipt.

9) Restricted Use of Certain Areas

Permit holders are restricted to their designated areas and designated public spaces, i.e. bathrooms, hallways, and kitchen. Permit holders will be responsible for the removal of all items brought into the facility. RIOC will not be responsible for items left in communal spaces. The refrigerator and freezer will be available for permit holders during scheduled reservations. Perishables will be removed if items are left in the refrigerator or freezer for an extended period of time.

10) Security Deposit

Security deposits will be required for permits which include groups larger than fifty people or for events that include food and drink or amplified sound. A fee in the amount of \$250.00 will be collected prior to the scheduled reservation. The deposit will be returned within 60 days after the rental if no deductions were required.

11) Property Damage

Damages to RIOC property shall be paid for by the using group whether caused by the user or others during the permitted time. Misuse or abuse of RIOC equipment and/or space at the Cultural Center may result in the immediate denial for further use. Permit holders will be held responsible for any damage incurred to RIOC property during the permitted time.

12) Cleaning

Reserved space and common areas must be left in the same or better state of cleanliness as when user arrived and a checklist must be completed and submitted at the conclusion of each permitted session. RIOC staff shall determine the appropriate level of cleanliness. If additional staff time, beyond that necessary for normal cleaning is required to clean the space/facility, an additional charge for personnel and cleaning supplies may be deducted from the security deposit. Users are responsible for the basic clean up and bagging of all trash. All chairs and tables used must be taken down and returned to the designated area.

13) Amplified Sound

Users requesting amplified sound will be approved on a case by case basis. Amplified sound must comply with New York City sound ordinances. Noise levels will not be allowed over 70 decibels, 100 feet from the sound source. Failure to comply with this restriction may result in loss of security deposit.

14) Food and Beverages

Users reserving short term and long term usage of the Cultural Center must comply with the following rules and regulations regarding food and beverages during rental periods:

- Food and beverages are not allowed unless indicated on the permit application and stated in the permit.
- No food or beverages are permitted in any of the wooden floor studios.
- Food or beverages may not be sold without prior approval.
- No food or beverages may be left inside any room of the Cultural Center.
- The kitchen may not be used for commercial use.
- Food and beverages including alcohol are permitted if proper liquor license is provided prior to issuance of the permit.
- Catering services will be permitted for events held inside the Cultural Center upon approval.
- Users must provide their own kitchen supplies (towels, paper products, utensils, etc.) and condiments.
- Heating of pre-prepared food is permitted only by permit holders who have reserved a room at the Cultural Center for a special event.
- No on-site preparation allowed.
- The refrigerator and freezer will be available for permit holders during scheduled reservation period. Perishables will be removed if items are left in the refrigerator or freezer for an extended period of time.

