



CREATIVE ACTIVATION PARTNERS

LOW-COST SPACE AT THE GREENSBORO CULTURAL CENTER



rev. 3/27/2024

ABOUT

WHAT IS CREATIVE GREENSBORO?

Creative Greensboro is the City's office for arts & culture. Founded in 2019, Creative Greensboro oversees implementation of the City's Cultural Arts Plan. In addition to managing the Greensboro Cultural Center and the special events permitting process for the City, Creative Greensboro is also the home for the many of the community's favorite creative activities, including programs formerly known as The Music Center and The Drama Center.

MISSION

Creative Greensboro provides support for, ensures access to, and drives awareness of Greensboro's creative community. Through a range of programs, services, and partnerships, we support the development of a vibrant city.

HOW DOES THE CREATIVE ACTIVATION PARTNERS PROGRAM ALIGN WITH THE WORK OF CREATIVE GREENSBORO?

The Creative Activation Partners program directs usage of many spaces in the Greensboro Cultural Center. The Cultural Arts Plan includes goals for broader access, increased usage, and an expanded mix of partners presenting creative programming in the Greensboro Cultural Center. This program has been designed in response to specific strategies outlined in the plan, including:

2.2 Identify culturally specific and emerging arts/cultural organizations and develop an initiative supporting their growth, resilience, and programmatic reach.

2.5 Examine existing policies and procedures for residency/usage of space in Greensboro Cultural Center and refine to create opportunities or greater and more equitable access.

THE GREENSBORO CULTURAL CENTER

The Greensboro Cultural Center is the City's downtown hub of arts and culture, with galleries, studios and performance spaces.

LOCATION

200 N. Davie St, Greensboro, NC 27401

HOURS

Monday-Friday: 8am-10pm

Saturday: 9am-6pm

Sunday: 1-6pm

CONTACT

Alexi Hines

Internal Coordinator of Community Partnerships

336) 373-4371

alexi.hines@greensboro-nc.gov

www.creativegreensboro.com



ELIGIBILITY

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1. Applicant can be an individual, group, or organization. All partners must be in good standing with Creative Greensboro without an outstanding balance or overdue reporting.
2. Applicant's program must have at least 50% participation from Guilford County residents.
3. **Applicant's program must fall within one of the following disciplines:**
 - literature, poetry, theater, music, dance, ballet, movement
 - painting, sculpture, drawing, ceramics, glass, fiber-arts, photography, film
 - architecture, archaeology, history, natural history, natural sciences, technology

Other forms of creative programming may also be considered eligible.



GUIDELINES

GENERAL

- The Greensboro Cultural Center **does not provide sound equipment** in the CAP spaces.
- The Greensboro Cultural Center **does not provide any storage space**. Partners are not permitted to leave equipment in shared spaces.
- Partners are not permitted to use space outside of their assigned room(s) or to stay past their designated times, unless given prior written permission by Creative Greensboro staff.
- Partners are encouraged to hang fliers advertising their programs in designated spaces throughout the Greensboro Cultural Center.
- We are unable to consider or approve rentals that:
 - Include activities that may cause physical damage to the facility.
 - Include lewd acts or nudity, are political or religious in focus or nature.
 - Require large machinery, specialty electric, spray paint, airborne materials or that will cause toxic odors.
- At the end of each session, Partners will be required to turn in an attendance report by scanning the QR Code outside each space as well as at the atrium desk.

CLEANING

Partners are expected to **leave space in the condition it was found**. Brooms and other cleaning supplies will be made available to all partners for each session. Partners are expected to:

- Empty trash/recycling
- Return borrowed equipment/furniture and reset the room
- Clean up spills or messes your program may have produced
- Notify coordinator or cleanliness issues when you arrive for your rental.

Partners are responsible for all damage to property and equipment caused by its patrons. Partners are also responsible for reporting any damage made to their space immediately following the program. A cleaning fee of \$25 may be added to the month's rent if a studio is found unclean after a partner's rental.

STAFFING

- Partners will be responsible for providing their own staff.
- For programs involving minors, we require one adult chaperone for every twenty attendees to be present the entire length of the program.
- All minors (participants under 12) must be escorted by an adult to and from program.

INSURANCE

The Greensboro Cultural Center will not be held liable for any injury or accidents caused by partners, occurring within the Greensboro Cultural Center building. Partners are required to have proof of a one million dollar comprehensive/general liability policy. Copy of insurance must be turned in with signed contract, no later than 1 week prior to program. **Partner is liable without a waiver of insurance, or failure to provide proof of insurance.**

Generally, all programs that include public participation will be required to secure insurance. In limited cases, partners may be able to sign a waiver of liability in lieu of securing an insurance policy.

PHOTO RELEASE

Any photos taken of public programs at the Cultural Center are property of Creative Greensboro and may be used for promotional purposes.

RENTAL STUDIOS

Tables and chairs may be available upon request with 2-weeks advance notice.

ROOM 121 (22' x 44') Occupancy Limit: 10-35

1st floor room with tile floor, two single-door entrances (one with stairs and one with ramp), and internal window (no blinds)

Equipment: piano, whiteboard, and music stands



ROOM 203 (23' x 35') Occupancy Limit: 10-13

2nd floor room with hardwood floor, one double-door entrance, and internal windows with curtains.

Equipment: 2 mirrored walls with curtains, and piano



ROOM 305 (36' x 52') Occupancy Limit: 10-55

3rd floor room with dance floor, two single-door entrances, internal windows with blinds, and external windows with blinds

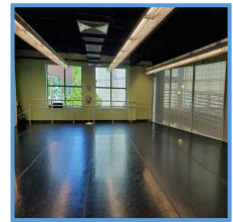
Equipment: two mirrored walls and two walls with bars



ROOM 317 (26' x 34'). Occupancy Limit: 10-40

3rd floor room with marley floor, one double-door entrance, internal windows with blinds, and external windows with blinds

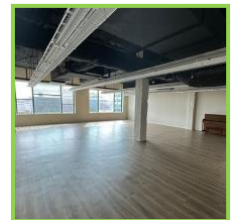
Equipment: two mirrored walls and two walls with bars



ROOM 325 (32' x 40'). Occupancy Limit: 10-45

3rd floor room with hardwood floor, two single-door entrances, and external windows with blinds

Equipment: 2 mirrored walls, and piano

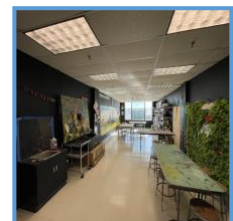


ROOM 329 (16' x 40'). Occupancy Limit: 10-30

3rd floor room with tile floor, one single-door entrance, and external windows with blinds.

Equipment: Sink

Note: Not available for rent on Saturdays



RENTAL STUDIOS CONT.

ROOM 403 (30' x 40') Occupancy Limit: 10-40

4th floor room with hardwood floor (small carpeted area by entrance), one single-door entrance, and two walls of external windows (no blinds or curtains)

Equipment: mirrored wall, and piano



ROOM 413 (36' x 48') Occupancy Limit: 10-55

4th floor room with hardwood floor, three single-door entrances, internal window to hallway with blackout curtain, and external windows with blackout curtains

Equipment: piano



ROOM 415 (16' x 40') Occupancy Limit: 10-30

4th floor room with tile floor, one single-door entrance, and external windows with blinds

Equipment: sink

Note: Room 415 has limited availability for June-August



APPLICATION PROCESS

To rent a room for the current semester, contact the Internal Coordinator of Community Partnerships **at least (2) weeks prior** to the rental date. We are unable to provide same-day room rentals.

Please contact Alexis Hines, Internal Coordinator for Community Partnerships at (336) 373-4371 or email at alexis.hines@greensboro-nc.gov for confirmation of rental eligibility. Please include your name, organization name, email, and a brief description of your program. Rental requests are not guaranteed and are confirmed based on availability.

ROOM RENTAL RATE DETAILS

RATES

All rental blocks must be a minimum of 60 minutes. A 15-minute buffer is automatically added to start and end of rental time. Beyond the initial 60 minutes, time can be added to a reservation in increments of 15 minutes.

Creative Greensboro will invoice Partner for each booking based on the rates listed here. Rates are subject to change. Alteration to the rate, credits, or any other considerations will be reflected on the invoice.

- CAP Studio Rental Rate, Creative Programming (Any Day): seven dollars (\$7) per hour.
- CAP Studio Rental Rate, Professional Exemption (Any Day): fifty-dollars (\$50.00) per hour. Professional performing arts organizations needing rehearsal space for business conducted in Greensboro, NC, that would otherwise be ineligible for the CAP Program will pay this rate.
- Creative Greensboro Conference Room Rate: FREE! (one booking per month max)
- Cleaning Fee: fifty-dollars (\$50.00). When deemed necessary by Creative Greensboro, a cleaning fee will be assessed. See room reset guide posted in each CAP space. This fee may also be assessed for use of the Creative Greensboro Conference Room.

PAYMENT SCHEDULE AND CANCELLATION POLICY

Creative Greensboro will invoice Partner for each booking, Rates are subject to change. Alteration to the rate, credits, or any other considerations will be reflected on the invoice.

Rent is due before first booking. Payment plans need to be discussed with the Internal Community Partnerships Coordinator.

Partners must give a minimum of 30 days' notice of cancellation to receive a full refund, otherwise, partner forfeits their rent. Cancellations can be e-mailed to the Coordinator of Community Partnerships.

Can I rent a space in the Cultural Center for a birthday party, graduation celebration, etc.?

Creative Activation Partners is only open to creative programming (defined on page 3). If space is available 2 weeks before the rental date, non-creative programs may be approved at a rental rate of \$50/hour.

I'm a private music teacher—is this where I apply?

Information on The Music Studios at Creative Greensboro can be found on our website. The Music studios are a different set of spaces and are guided by separate rates and application process.

Can I have full access to a space?

At this time, we are only accepting applications for shared usage of the spaces identified in these program guidelines.

What reporting is required by partners?

We will collect attendance, which allows us to keep track of how many community members access CAP programs and evaluate growth. Additionally, we look forward to staying in touch with you throughout the duration of your program. We would like to know about your successes and the work that you are doing so we can share your story on our social media channels.

What facility equipment is available?

- Folding tables (6' and 8' rectangular, 4' round)
- Chairs

Each space has (2) 6-foot tables and 20 chairs. Requests for more must be made two weeks in advance and are on a first come first serve basis with availability not guaranteed.