



SUMMIT ARTSPACE

STUDIO AND BUSINESS OFFICE TENANT USE OF EVENT SPACES

Studio and Creative Business Center tenants may use our event spaces and meeting spaces for public arts-related events, art education programs and meetings. Some rules and restrictions do apply.

EVENT SPACES

These guidelines apply to events and activities held primarily in the 1st floor “Ramp Room”, 2nd floor event space and 3rd floor open area, and any adjacent spaces requested for use.

- Tenants must adhere to the same event space rental policies as outside groups.
- Space must be scheduled through the Summit Artspace office.
- Space is only available for free if it is not previously reserved by a paying customer.
- Space is available for free of charge for educational programs (workshops, demonstrations, lectures, classes, etc.) and meetings (board, staff, volunteers, etc.).
- Tenant may negotiate space for a reduced rate for public events and fee-based events and performances that are large-scale, building-wide, span multiple days and/or are long-term.
- If a tenant reserves a space, but a paying customer wants the space during the same day and time, the tenant may either pay for use of the space or move to another available space.
- If the event/activity is scheduled outside regular Summit Artspace open hours – Thursday and Friday 12-7 PM and Saturday 12-5 PM, the tenant must recruit either a security guard or off-duty police officer to provide security at the tenant’s cost.
- The tenant must provide an individual to watch the main door when event attendees are arriving and leaving. If it’s an open public event, someone must be at the door throughout.
- The tenant must secure the main doors after attendees arrive and after the event concludes.
- If alcohol will be served, the tenant must secure an appropriate temporary beer/wine/liquor permit. If it is a private, invitation-only, free event, no liquor permit is required.
- The tenant must handle its own set up, tear down and clean up unless other arrangements have been made. This includes setting up and taking down tables and chairs, sweeping floor and disposal of excessive trash by putting bags on the loading dock or in the dumpster.

SUMMIT ARTSPACE BOARD ROOM

These guidelines apply to meetings that take place in the board room. There are also small meeting spaces throughout the building and a large meeting space in the Creative Business Center. These spaces are available on a first-come, first-served basis and do not require reservations to use.

- Tenant must schedule use of the board room through the Summit Artspace office. Check the Summit Artspace Google calendar prior to inquiring.
- Available on a first-come, first-served basis with official Summit Artspace business taking precedence. Should a conflict occur, the tenant will be notified in advance of the meeting.
- Tenant must clean up following the meeting. This may include wiping down the board room table and sweeping the floor if food is consumed, wiping down the white board if it is used, turning off the coffee pot and putting away supplies, turning off lights and shutting the door.
- If the meeting occurs after regular business hours, a key must be requested 24-hours in advance. Summit Artspace staff will either hand a temporary key directly to an official tenant representative or put the key in the tenant’s mailbox.
- The key must be returned immediately following the meeting. If a Summit Artspace staff member is not available, the tenant may place the key in one of the top credenza drawers.
- Beverages are permitted. However, if food is being served, food must be served from the shared kitchen with only individual portions brought into the meeting space. Food garbage must be disposed of in the kitchen garbage can.