



CARNEGIE CENTER FOR CREATIVITY FACILITY RULES AND GUIDELINES

OVERVIEW

The Carnegie Center for Creativity (Carnegie) is owned and operated by the City of Fort Collins. The Carnegie offers public gallery and performance spaces available to rent for exhibition, performance, presentation, and meeting purposes. Rental of Gallery, Performance, and Event spaces in the Carnegie are considered to be “non-exclusive.” Building tenants, rental clients, and staff should be creative in accommodating the logistical needs of multiple artists/renters sharing the common spaces.

After-hours rentals for receptions are available within the guidelines below. The space is not suitable for formal, seated “gala” type events with sit-down meals. Catering facilities are not available.

Renters are responsible for the marketing and ticket sales of their own events.

The Carnegie Center for Creativity is open to the public Wednesdays through Saturdays, noon – 6 p.m. and is staffed during those hours by City personnel. Facility capacity limitations (**maximum of 150 people**) will be strictly enforced.

GALLERY EXHIBIT USE

Primary use of the Gallery space is for the exhibition of visual art with related programs (lectures, educational programs, related performance, gallery talks, etc.).

Gallery reservations can be made by the week, with a maximum of 4 consecutive weeks, and 6 weeks total within a calendar year, unless approved by the Carnegie Administrator. Weekly gallery rental periods begin on Mondays and end on the following Sunday at noon. Exhibits are installed on Monday. Renters must be ready to have the Gallery open to the public on Wednesday at noon.

Renters are responsible for the installation within the conditions described in the Gallery Rental Agreement and the Art Installation Guidelines provided below. It is the responsibility of the Renters to contact the Installation Coordinator to schedule installation times on Monday during the rental period. The Installation Coordinator will oversee the installation process, light the exhibit, make all repairs to the gallery walls and equipment, and consult with you on any questions you may have.

SALES AND COMMISSIONS

Renters have the option to manage their own art sales or allow the Carnegie staff to handle sales. If the Carnegie staff handles a sale the Carnegie will retain a commission of 12.5% of the sale price. If the Renter sells a piece of artwork it can be removed from the Gallery and replaced with another piece or left in place until the end of the rental period.

GALLERY RENTAL, PERFORMANCES, AND EVENTS

The Gallery space is available for performance use on a hourly rental basis for performances including theatre, dance, music and literary performances, as well as lecture-style presentations. Performance or event use of the Gallery may be non-exclusive with art exhibition rentals when compatible. Performances and events may not contain nudity and must not be commercial, obscene or pornographic in nature.

Sound amplification is allowed with approval from the Carnegie Administrator.

Performance reservations are available by the hour with 3-hour minimum, 6-hour maximum, a limit of 4 consecutive days and a total of 16 days within a one-year period or up to 3 weekly rentals within a one year period, unless otherwise approved by the Carnegie Administrator. Performances and presentations must be contained to the designated space unless otherwise approved by the Carnegie Administrator. Performances are charged \$95/hr with a minimum of 3 hours or \$85/hr for 501C3 non-profits.

The set-in and strike of temporary stage equipment or minimal sets is allowed in accordance with the Installation Guidelines and must be approved in advance by the Carnegie Administrator.

The Renter is responsible for the sale of performance tickets. Carnegie Staff will not assist with ticket sales in any way. Ticketed performances may be scheduled for Wednesday through Saturday evenings, 6–9 p.m. unless otherwise approved by the Carnegie Administrator. Performances and events scheduled for First Friday evenings must be approved, must be free, open to the public, and appropriate for a general audience.

INSTALLATION GUIDELINES:

- Art Installation periods must be scheduled with the Installation Coordinator for Monday during the rental period. De-installation and cleanup must be completed by Sunday at noon, unless otherwise arranged with the Installation Coordinator. Renters are allowed a maximum of up to 12 hours total (installation and de-installation time) per rental week. Additional time will be charged at \$15 hour for staff time.
- All artwork and private property must be removed by the end of the rental period. Except for the artwork on display, no supplies, materials, additional artworks or other property may be stored on the premises.
- Renters must hang artworks using the hardware provided by the Carnegie unless otherwise approved by the Installation Coordinator.
- All construction must be done off-site, with only clean assembly on-site.
- Renters may not paint on gallery walls.
- Please be prepared with your own hand tools (hammers, measuring tools, levels, etc.)
- Property of the Carnegie may not be removed from the building.
- Only the Installation Coordinator may adjust or hang lighting, make repairs to or paint the gallery walls and equipment.
- The Carnegie provides a limited number of pedestals for the exhibition of 3-D artworks and chairs for performances. Other furnishings should be provided by the Renter.
- All performance set equipment must be free-standing, cannot attach to the walls or ceiling in any way, and must be removed at the end of each rental period.
- Performance set and equipment installation times must be scheduled with Carnegie Staff and cannot impede the public gallery viewing hours.
- Performance sets and equipment must be completely removed by the Renter and cannot be stored on the premises.
- Renters will be charged for all damages beyond normal wear and tear (e.g., holes sustained as a result of unapproved hardware and usage) incurred during rental period. Charges will be taken from damage deposit.

LIABILITY FOR DAMAGES, LOSS AND INJURY

- The City will provide reasonable care and security for artwork, but the City is not responsible for any loss or damage to artwork while on the City's premises. Renters may provide their own insurance if they choose. Renters install their artwork, performance, or presentation at their own risk, and the City is not responsible for injuries or damages sustained to persons or artwork in the act of installing or preparing the gallery for the exhibition or performance.

- Renters for performances and events will provide a General Liability Insurance of \$1,000,000 coverage, naming the City as an additional insured. Renter is required to send a copy of the General Liability Insurance to Carnegie. The City of Fort Collins can provide liability insurance.

RESERVATION AND CANCELLATION GUIDELINES

- Reservations are accepted up to one year in advance and in accordance with the limitations referred to in “Gallery Use” and “Performance Use.”
- Completion of the Rental Application does not constitute reservation of the requested rental space. Full payment of rental fees, damage deposits and a signed contract are required to reserve the space. Reservations will be confirmed by Carnegie Staff upon full completion of all requirements.
- The Renter is responsible for cleaning the rented space and leaving it in the condition in which it was found by the close of the rental period. The Damage Deposit will be returned upon inspection of the rented space and confirmation that no damage was sustained and no further cleaning is required. The costs for any required repairs and/or cleaning deemed necessary by Carnegie Staff and caused by the actions of the Renter or his/her employees, volunteers or agents will be subtracted from the Damage Deposit.
- A full refund will be granted for cancellations by the Renter up to 90 days in advance of the Rental Period. A refund will be granted for cancellations fewer than 90 days in advance of the Rental Period only if the City is able to rent the space to another party, but the City is under no obligation to do so. The City reserves the right to cancel the Rental Agreement at any time up to 30 days in advance of the Rental Period. In the event of such a cancellation by the City, the City will issue the Renter a full refund.

OPERATIONAL INFORMATION

Equipment Use

Renters may use the Carnegie’s chairs, tables, risers and pedestals on a first-come, first-served basis during their rental period. Use of this equipment is non-exclusive and should be coordinated with the permission of the gallery staff.

Art Exhibition Receptions

Receptions may be scheduled in addition to a Gallery Rental and require an additional fee of \$40/hr plus \$15/hr staff time when held outside of regular gallery hours (12 – 6 pm, Wednesday – Saturday). The Gallery Renter may host a public reception in the Gallery Space and serve food and non-alcoholic beverages. The Gallery Renter is responsible for set up and cleanup of the reception.

Alcohol Beverage Service

If the Renter wishes to host a party or reception at which alcohol will be served, such party must be private and by invitation only, alcohol cannot be sold, only served at no charge by a TIPS certified server, and the Renter must sign a separate rider to be attached to the Rental Agreement and follow the Guidelines.

The Alcohol rider requires Liquor Liability Insurance of \$1,000,000 coverage per event, naming the City as additional insured. Renter is required to send a copy of the Liquor Liability Insurance to Carnegie. The City of Fort Collins can provide event and liquor liability insurance. TIPS certification is available at www.gettips.com for \$40 per server and is valid for 3 years. TIPS certified bartenders typically charge about \$20-\$50/hour to serve alcohol at a private party. Non-profit organizations (501c3) may apply for a Special Events Liquor Permit through the City Clerk’s office (see information at www.fcgov.com/liquor).

Food Service

- All catering must be performed by a licensed and insured caterer. Approval of vendors is at the Carnegie’s discretion.
- The Carnegie will allow Renters to bring their own commercially pre-prepared and packaged snacks (grocery deli-trays, for example) to events without hiring a caterer. No home-made food can be

served. Gloves must be worn for food handling at all times.

- The Carnegie Center for Creativity does not supply table linens or service of any kind. All serving equipment, furniture, and supplies must be furnished by the Renter and is subject to approval by the Carnegie Staff.
- Please consider using only reusable or recyclable service ware. No Styrofoam is allowed.

Reception and Event Decorations

- Use of glitter, rice, confetti, and bird seed in the facility or on the grounds is prohibited, and extraordinary housekeeping charges will be assessed if used.
- Only candles with an enclosed flame or simulated candles are permitted.
- No decorations, signs, posters, banners, or displays may be taped, nailed, stapled, tacked, or otherwise affixed to any facility surface (interior or exterior), facility equipment, or art pieces, except in strict accordance with the Art Installation Guidelines within the art gallery space.

Rubbish Removal

- The Renter is responsible for removal of all rubbish generated from the Renter's contracted event. Recycling and trash dumpsters are located on the east side of the building for this purpose.
- Any rubbish remaining in the facility after the event including, but not limited to, brochures, boxes, decorations and other event materials, will be disposed of at a substantial charge to the Renter.

SAFETY AND SECURITY

Fire safety requirements

All fire extinguisher cabinets, fire alarm pull stations, and emergency exits (including those inside an event or exhibit space) must be visible and accessible at all times. All main and cross aisles, corridors, stairways, and other exits must be maintained at their required width during event hours.

All aisles must be at least 36" and free of chairs, tables and other miscellaneous equipment.

Materials used in the construction of sets and displays must be fire retardant and/or resistant and are subject to approval by Carnegie Staff.

Emergency Situations

In the event of a serious emergency (Fire, Police, Medical), immediately notify Carnegie Staff and/or call **911**. The operator answering your call will follow up with the appropriate emergency services agency.

Evacuation

If for any reason evacuation of the facility becomes necessary, please exit quickly but calmly following the directions of the Carnegie Staff in your area. If possible, take staff and attendees lists and proceed as directed by Carnegie Staff. PLEASE REVIEW THE ATTACHED CLIENT SAFETY INFORMATION.

BUILDING USE GUIDELINES

Building Hours

The Building is open to the public Wednesdays through Saturdays, noon to 6 p.m.

Evening performances must end by 9 p.m. and the building will close at 10 p.m.

Rentals can be scheduled before or after normal hours at the discretion of the Carnegie Administrator.

Parking

Free on street diagonal parking is available around the building. Please note there are some time limits on parking spaces.

Smoking

Smoking is not permitted in the Carnegie Center for Creativity facility or on the Carnegie grounds. We ask for your cooperation in preventing litter, inconvenience, health hazards for others, and informing production personnel, performers, invited guests, and others about this policy.

Americans with Disabilities Act

The Carnegie Center for Creativity makes every effort to accommodate staff and patrons with disabilities and adhere to all requirements of the Americans with Disabilities Act (ADA). This facility is equipped with a wheelchair ramp at the east Lower Level entrance of the building, and an elevator to the Gallery level. There are accessible restrooms on the Lower Level. If you have concerns about the efforts to serve people with disabilities, or require a reasonable accommodation, please contact the Lincoln Center Administration Office at 970-221-6733.

MARKETING FOR EVENTS RESERVED AT THE CARNEGIE CENTER FOR CREATIVITY

The Carnegie Center for Creativity wants your event to be a success! With your help we have a few ways to promote your event to the larger community free of charge. Please send the following information to tunderwood@fcgov.com. Images and information will be posted at www.fcgov.com/creativecenter/calendar.php.

Promotional image: One month in advance of your event/exhibition, email a high resolution promotional image file (JPG, 300dpi) to tunderwood@fcgov.com.

Event description: As soon as possible, please send an event description with an exhibition and participating artists' names, or event title with performance dates and times. We will add this information to the website calendar and use it to promote the event/exhibition in our monthly newsletter during the month prior to your event.

Sign up to receive our newsletter at our website, www.fcgov.com/creativecenter so you can receive information on the City of Fort Collins Visual Arts Department events and opportunities.

You may also want to post your event on the following community calendars:

Fort Collins Community Calendar: <https://www.visitftcollins.com/events/submit-an-event/>

KRFC FM Radio: <https://www.krfcfm.org/community-calendar/>

Coloradoan Newspaper Calendar: <http://events.coloradoan.com/>

Downtown Business Association: <http://downtownfortcollins.com/contact>

Circumstances and operations not covered in these Guidelines will be subject to interpretation, stipulations and decisions deemed necessary and appropriate by the Carnegie Center for Creativity.

Revised: 2019

CARNEGIE CENTER FOR CREATIVITY RENTAL CLIENT SAFETY INFORMATION

Thank you for choosing the Carnegie Center for Creativity for your event! With your help, we do our best to keep everyone safe and make sure they have a great experience!

In the case of an evacuation, this is what you need to know:

PREPARATION:

Here is a map regarding our building exits.

There are exits from both the Main Gallery and Idea Lab. Use the closest safe exit.

Familiarize yourself with your event area(s) and identify the exits available to you.

Note the number of people you are responsible for, including your staff and volunteers.

IN CASE OF EMERGENCY follow the instructions of the CCC staff and evacuate the building if asked to do so.

ACTION:

- Remain calm. Gather your group and proceed to the nearest exit.
- DO NOT STOP TO GATHER BELONGINGS. MOVE DIRECTLY TO THE NEAREST EXIT AND GET OUT OF THE BUILDING.
- If you happen to be on the second floor DO NOT use the elevator.
- Gather your group at the meeting area and do a head count. Should there be someone missing, NOTIFY A CARNEGIE STAFF MEMBER AND THEY WILL INFORM EMERGENCY PERSONNEL. DO NOT place yourself at personal risk by going back inside.
- Wait for instruction from the Carnegie Staff to re-enter the building.

EXIT INFORMATION

Gallery: use the West exit, walk down the stairs.

Idea Lab: use the North exit, walk down the stairs and push the crash bar on the west gate. Studio Classroom: use either classroom door and proceed through the East exit.

MEETING AREA

After exiting the building proceed to the corner at Mathews St. and E Oak St. to wait for further instruction from Carnegie Staff or Emergency Personnel before re-entering the building.

For Carnegie Center for Creativity purposes, please help us in the following:

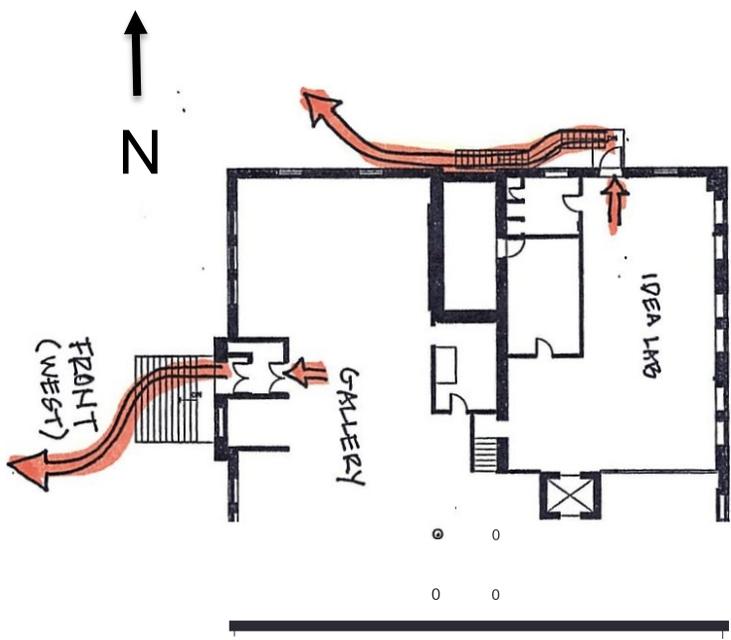
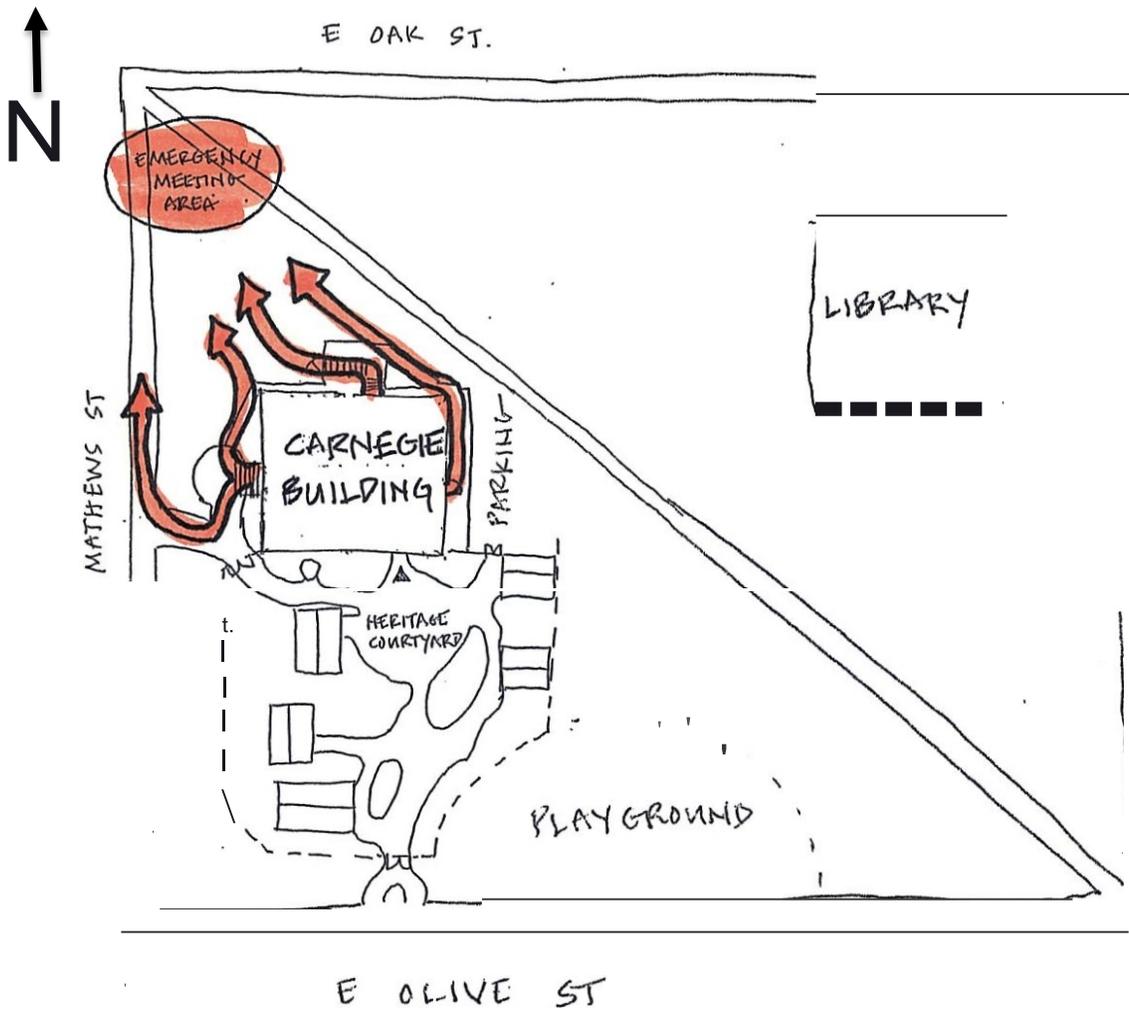
-No alcohol without the appropriate permits.

-No home-made foods. All food for public consumption must be commercially prepared in a licensed kitchen.

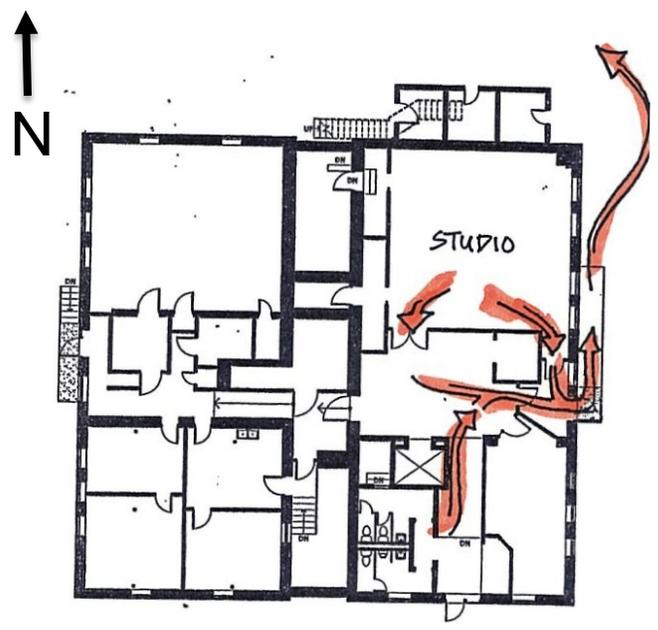
-Please use only the spaces that you have contracted.

- Never move or touch artworks that don't belong to you or your artist group.

Please share this with members of your group who may not get the information directly.



EXISTING UPPER LEVEL PLAN



EXISTING LOWER LEVEL PLAN