



GNV Arts
Participatory Arts Program

Rosa B Williams Center/ GNVArtspace Application Information

All program activities must be open to the public for active participation.

Group Information

Contact Name: _____ Application Date: _____

Group Name: _____

Mailing Address: _____ City: _____ Zip: _____

Email: _____ Phone: _____

Webpage/Social Media: _____

Group Longevity - How long has this group been meeting? _____

Group Structure

- | | |
|--|---|
| <input type="checkbox"/> Non-profit/ Not-for-profit/ 501(c)3 | <input type="checkbox"/> Individual artist |
| <input type="checkbox"/> For profit | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Cooperative group/club | |

Schedule Request

➤ **Term Request** (must select term): ☐ Fall (Aug-Dec) ☐ Spring (Jan-May) ☐ Summer (Jun-Jul)

• **Start Date** _____ **Time** (include a.m. and p.m.) From _____ to _____

• **Frequency of Activity** ☐ Weekly ☐ Monthly ☐ Other _____

• **Day Preference**

1st choice: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

2nd choice: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

3rd choice: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

➤ **OR Single Date Request:** _____ (for one or two day events only)

Time (include a.m. and p.m.) From _____ to _____ (Requested time includes set up and clean-up of activity)

Space Request

Which space are you requesting (check all that apply)

- ☐ Dance hall @ \$20/hour
- ☐ Mural room with dance floor @ \$15/hour
- ☐ Percussion room with dance floor @ \$15/hour
- ☐ Art Room @ \$10/hour
- ☐ Outside / paved basketball court area

Equipment needed for your activity:

- ☐ Chairs # _____ (limited quantity available)
- ☐ Tables # _____ (limited quantity available)
- ☐ Streaming music (Sonos speaker system)
- ☐ Mylar Mirror(s) (6x4)

Do you need an ADA accommodation to use this space? ☐ Yes ☐ No

If yes, please explain: _____

Activity Information

Arts Type

Performing Arts

- ☐ Dance
- ☐ Music
- ☐ Voice
- ☐ Acting
- ☐ Improv
- ☐ Puppetry
- ☐ Mime

Literary Arts

- ☐ Creative Writing
- ☐ Poetry
- ☐ Spoken Word

Visual Arts

- ☐ Jewelry Making
- ☐ Quilting/Sewing
- ☐ Drawing/Painting
- ☐ Weaving
- ☐ Calligraphy
- ☐ Mosaic
- ☐ Sculpture

Digital Arts

- ☐ Film/Video
- ☐ Graphic Design
- ☐ Sound FX

Applied Visual Arts

- ☐ Fashion Design
- ☐ Costume Design
- ☐ Hair Sculpture
- ☐ SFX Makeup

☐ Other (please specify): _____

Intended participants of the activity (check all that apply)

- ☐ Introductory/beginner
- ☐ Casual walk-ins

- ☐ Intermediate
- ☐ Occasional visits

- ☐ Experienced
- ☐ Continuous participation

- ☐ Elem School (ages 5-10)

- ☐ High School (ages 14-17)

- ☐ Adult (ages 25-60)

- ☐ Middle School (ages 11-13)

- ☐ Young Adult (ages 18-24)

- ☐ Seniors (ages 60+)

Estimated average attendance*: _____

Cost per participant to participate*: \$_____ (per one-time or regularly scheduled activity)

Detailed Description of Activity (type of dance/music, history, cultural significance, etc.) _____

Blurb for Promotion _____

Describe what materials are used/provided for the activity _____

List additional equipment brought into facility for activity _____

Applicant Signature: _____ Date: _____



GNV Arts

Participatory Arts Program

Rosa B Williams Center/ GNVArts Application Information

GNV Arts is the City of Gainesville Parks, Recreation and Cultural Affairs Department's arts program designed to provide participatory arts experiences in order to support and strengthen the rich tapestry of participatory arts opportunities in our community. Through GNVArts we are able to offer a safe, high-quality, low-cost venue for cultural partners to engage the community in a variety of participatory cultural arts activities. All activities must be open to the public for active participation.

Applications

Applications will be accepted for a seasonal term agreement: Fall (August-December), Spring (January-May) and Summer (June-July). To ensure a fair and equitable process, all applications will be reviewed by a committee of Cultural Affairs staff assigned to the specific task of application assessment.

The contact name on the application should be the Group Manager for that activity who will sign the contract. The Group Manager is also responsible for paying monthly fees and submitting monthly program reports to the Cultural Affairs Assistant Manager.

Applications received after the deadline for the specified term may still be reviewed for acceptance (depending on available space).

Applications for single or two day events will be considered based on availability of the scheduled season.

Fees

Rental Rate - \$20/hour Dance Hall, \$15/hour Percussion Room, \$15/hour small dance room, \$10/hour art room

Groups are permitted to charge a small participant fee to cover the rental rate as well as consumable activity materials.

Scheduling

To make the most of our shared space, multiple groups may be scheduled at the same time in different rooms. We'll do our best to consider group size and noise levels when assigning spaces. We ask that all groups remain flexible and courteous to others in the building.

Liability Waivers and Insurance

All activity participants and guests are required to sign the City's liability waiver upon entering the facility. The Rosa B Williams Center is staffed for each event by a representative of the City of Gainesville, who will unlock, monitor, and lock the building after use. A signature on the City's liability waiver is required for each person attending an event and will be collected by the City staff person.

Activities that are organized by a business or those that are considered high risk will have to provide a certificate of insurance for general liability naming the City of Gainesville as additional insured.

After-Use Maintenance and Facility Respect

Each affiliated group is expected to respect the facility and will agree to responsibilities for use of the building, including but not limited to: after-use sweeping of the floor, cleanup of the kitchen and food as needed, re-stacking tables and chairs, etc.

It is highly recommended for groups to only allow spill proof water bottles on the dance floors. To maintain the integrity of the dance floors, any spills should be addressed quickly and thoroughly.

Building staff will clean and sanitize bathrooms and remove trash/recycle materials.

All building repairs or malfunctions should be reported to the Facilities Coordinator in a timely manner. This includes the need to new lightbulbs, replenishing of paper products, etc.

Required Documents and Reports

- Maintenance Report – A form will be provided each time you check-in and must be completed and signed by the Group Manager after each use of the facility.
- Sign-in Sheet – All users of the space, including spectators, must sign in when they arrive.
- Participant Surveys – Group Managers must encourage participants to complete the survey at the end of each term. Survey data is evaluated and utilized for the continuation of the program.
- Program Activity Assessment Form – Group Managers are responsible for completing the assessment form at the end of each term. Assessments will be used to ensure the activities are meeting the goals of the program and highlight where improvements can be made so that the activity is eligible to reapply for a future term.

Parking

Parking for the Rosa B Williams Center is available on the street. Parking in the lot across the street is prohibited.

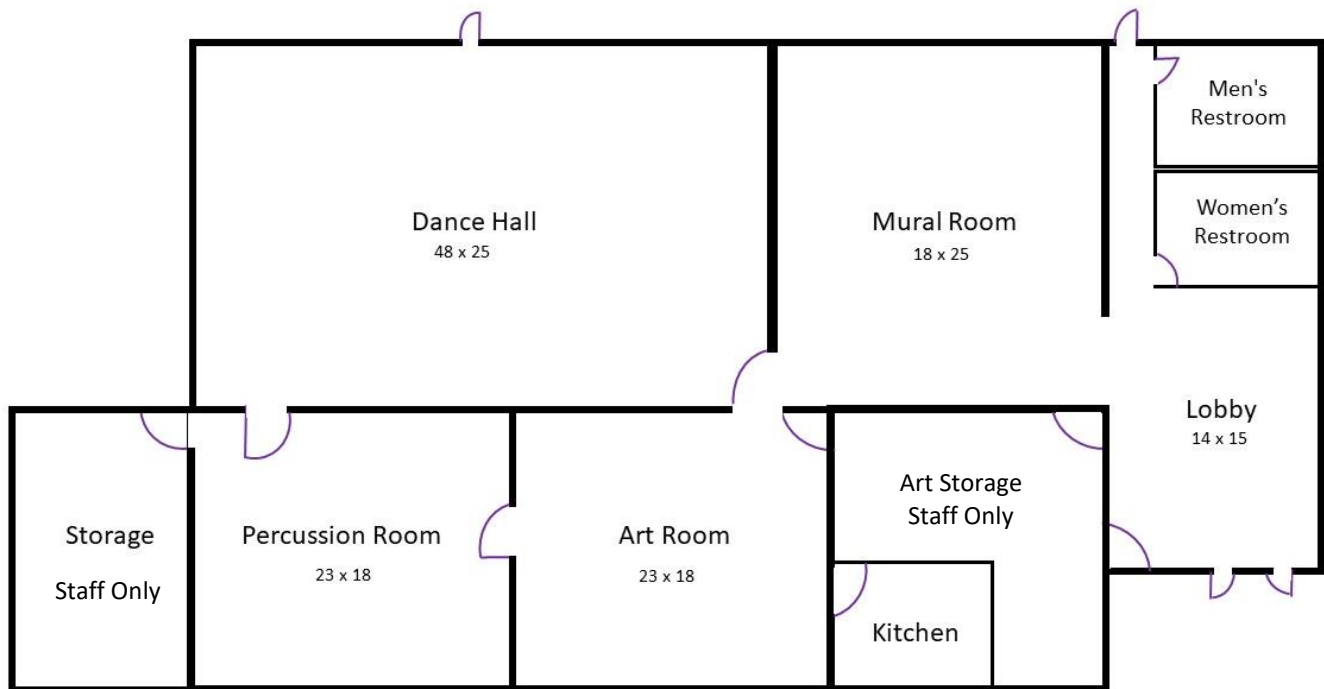
Marketing/Promotion

Each affiliated group is responsible for the promotion/advertising for their activity. Credit to the City of Gainesville is expected as detailed below.

Acknowledgement

Use of the Rosa B Williams Center/ 352artspace is sponsored by the City of Gainesville Department of Parks, Recreation and Cultural Affairs. Affiliated groups who schedule and hold events are requested to give proper acknowledgment to the City in every announcement or publication of the event, including all social media, as follows: **"Support provided by the City of Gainesville Parks, Recreation and Cultural Affairs Department – a CAPRA accredited agency"** or the **City's wordmark logo with Parks, Recreation and Cultural Affairs subtitle.**

Building Layout



Dance Hall (48x25)

Wood floor. Large space with high, west-facing windows. Low ceiling. Adjustable gallery lighting in addition to bright fluorescents. SONOS system speaker. The floors are suitable for dancing including but not limited to ballroom, swing, jazz, contemporary, line, etc.

Percussion Room (23x18)

Specific 'hollow' wood floor. East facing windows along entire wall. Florescent lighting non-adjustable. SONOS system speaker. The floors are suitable for percussive dance such as clogging, tapping, etc.

Mural Room (18x25)

Wood floor. Open air feeling with one half-wall and high ceilings. Open to the entryway area. Wood floor. Adjustable gallery lighting in addition to bright fluorescents. High west-facing windows. SONOS system speaker. The floors are suitable for dancing including but not limited to ballroom, swing, jazz, contemporary, line, etc. Serves as a passageway to the other rooms.

Art Room (23x18)

Hard surface non-wood flooring. East facing windows along entire wall. Florescent lighting non-adjustable. Connects directly to the kitchen. Adjacent to Percussion Room and Dance Hall. The floors in this room are appropriate for painting, crafts and similar activities.

Outside Court

The 4-court paved basketball area is adjacent to the shaded city playground. Lights. No power outlets without opening the building. Limited grassy area with low (school-age level) picnic tables and two charcoal grills. Drinking fountain. Entryways into building. Paved area can be used for social, art, and music events.

FAQ

Are there tables and chairs available?

There are limited tables and chairs available for use. Renter is responsible for setting up and taking down any equipment. The room must be returned to its original condition. To prevent damage to the dance floors, furniture must be carried and cannot be pushed or pulled across the floor

When are payments due?

Payment is due upon the completion of each month's activities. It is the renter's responsibility to provide their payment no later than the 5th day of the month.

Where do I park for the activity?

Parking is limited and is only available on the street. The lot across the street is privately owned and is not available for events.

Can I decorate for my activity?

Removable/transportable decorates are permitted with permission of the Cultural Affairs Manager and must be approved in advance.

Use of tape or other adhesives, nails, tacks, screws or similar articles on interior or exterior surfaces is not allowed. Other prohibited items include, but are not limited to: candles/flames, bubbles, fog, smoke, glitter, confetti, and other loose throwing substances. Nothing may be hung from the light fixtures, ceiling tiles or other ceiling fixtures.

Can I bring alcoholic beverages to my event?

Alcohol is not permitted in the Rosa B Williams Center.

Can I use candles?

Open flame of any type is not permitted in the Rosa B Williams Center.

Who cleans up after my event?

Renters of the Rosa B Williams Center are responsible for cleaning up after their event. Enough time should be included in the application to account for set up and clean up. Additional time will result in an overstay fee of \$45 for each 15 minutes over the approved time.

**Rosa B Williams Center / GNVArtSpace
Facility Rental Guidelines and Rules**

1. City facilities are available for rental to groups, clubs, individuals and organizations upon approval by the Director of Parks, Recreation and Cultural Affairs, or his/her designee. This approval will be based upon whether the proposed activity provides a positive public service and meets a legitimate public need.
2. Programs, events, activities and classes sponsored by the City of Gainesville will have priority over all other requests. All other rental events may be scheduled on a date that does not conflict with a City event.
3. Facilities may not be available on City-designated holidays. A list of these holidays for the current year is available in the Parks, Recreation and Cultural Affairs Department Administrative office at (352) 334-5067.
4. A Parks, Recreation and Cultural Affairs employee will be present and in charge of the facility during each use. No use may take place without a Parks, Recreation and Cultural Affairs employee present.
5. If the City deems necessary, the user group or individual may be required to provide comprehensive general liability insurance in an amount specified by the Risk Management Department. If insurance is required, the City of Gainesville must be listed as Additional Insured and an original copy of the insurance certificate provided.
6. The user group is responsible for the conduct of its participants, workers and guests. The City reserves the right to restrict access to any group or individual.
7. The user group or individual will be monetarily responsible for any damage that occurs during the course of the user's activity.
8. Because of the public nature of City facilities, any furnishing, seasonal decoration and/or other accessory will not be removed to accommodate any user group or individual. Neither should any fixed part of the facility be disarranged in any manner.
9. Facility Decorations and Equipment Use During Use Periods
 - a. The user group shall neither erect nor operate on the premises, without consent of the Director of Parks, Recreation and Cultural Affairs, or his/her designee, any machinery or equipment operated by electrical or other power.
 - b. The user group shall not use upon the premises any substance of an explosive or highly flammable nature.
 - c. The user group shall not install any wires or electrical appliances without consent.
 - d. Use of tape or other adhesives, nails, tacks, screws or similar articles on interior or exterior surfaces is not allowed. Any decorations must be put up without defacing the facility and will be subject to the approval and subsequent supervision of the Department Director.
 - e. No candles or open flame within the building.
10. The City Parks, Recreation and Cultural Affairs Department will furnish lights, heat, water, and ventilation. Any special lights or lighting effects or fixtures shall be provided and paid for by the renting organization, and require pre-approval by the Department Director.

11. The user group or individual is responsible for obtaining all necessary licenses and permits, and for paying all taxes, which may be required.
12. The sale of food, drinks, or other items are prohibited in Parks, Recreation and Cultural Affairs facilities by anyone other than City of Gainesville staff, unless the Director grants an exemption (per City Ordinance 961060, section 18-20).
13. The City of Gainesville shall not be responsible for items left by guests, workers, employees or representatives of the special event/rental. Any recovered items will be placed in the Thomas Center Lost & Found and will be available for pick up during business hours.
14. Use of Tables and Chairs During Use Period
 - a. There are a limited number of tables and chairs at each facility that will be made available for use during the rental period.
 - b. Under no circumstances will tables and chairs be moved from one facility to another facility. The user group or individual must furnish any additional tables or chairs that are needed to accommodate the rental.
 - c. If additional tables and chairs are to be brought in by the individual or group that is using the facility, it must be done during the time allotted for the scheduled time slot. Nothing may be brought in and/or stored at the facility prior or after the use period.
 - d. Tables, chairs as well as other furniture or equipment cannot be pulled or dragged along the floor. Items must be lifted or carried to prevent damage of the dance floors.
15. All activities must comply with posted occupancy limitations. Any event that exceeds building capacity may be terminated without notice. No fees will be refunded for time lost due to non-compliance of this policy.
16. Alcohol is not permitted at the Rosa B Williams/352artspace facility.
17. All activities taking place in the recreation facilities shall be done in accordance with the City of Gainesville Ordinance No. 1840, an ordinance relating to noise.
18. Food and drinks are allowed in designated areas only. The user group shall be responsible for cleaning up the facility following use.
19. The Parks, Recreation and Cultural Affairs Department reserves the right to end or cancel any facility rental without prior notice.
20. Time Considerations During Use Period
 - a. If a facility user exceeds the amount of time designated on the contract, the user group or individual will be required to cover the additional expense.
 - b. Times listed in the facility contract must include set-up and clean up. A use period is considered "continuous" if there is no break in the hours of use. The time includes 30 minutes of setup and 30 minutes of cleanup. The user group's members will be required to complete a post-event cleanup and checklist and submit it to the Building Attendant on duty.
 - c. No extra time will be allotted at the end of the use period for cleanup. Users must be aware that the facility MUST be vacated and cleaned by the time their use period ends. If not, then policy listed above will apply.

21. Use prior to 8:00 am or after 11:00 PM is not permitted in City of Gainesville facilities. Parks are closed from sun down to sun up each day.
22. City facilities are designated "Non-Smoking". As a courtesy to others, please restrict smoking to designated areas outside of the facilities. This includes all tobacco products, smokeless tobacco products and vapor products.
23. Users are to remain in assigned area(s) and are responsible for supervising all participants in their program so as not to interfere with other on-going activities/programs.
24. The storage of any items at the facility outside of the designated rented times is prohibited.
25. All user groups are required to set up, remove, and clean the facility they have used unless prior approved arrangements have been negotiated with the management.
26. The name of the individual or group whose name appears on the Facility Use Agreement will be held responsible for all damages incurred during the use of the facility, except for normal wear and acts of nature.

Failure to adhere to any of these conditions may result in immediate cancellation of the existing agreement and restriction from future use of other City facilities.