



Public Space One Space Usage Policy and Agreement

Public Space One is a venue for creativity, process, and dialogue, and we open our doors for endeavors and community of this sort on a first-come, first-serve basis. We reserve the right to decline any proposed use.

Spaces Available

Performance/ Gallery Space	800-1400 sq ft, depending on configuration of current exhibition	<ul style="list-style-type: none">• Suitable for performances, screenings, meetings, rehearsals, events, workshops• 75+ chairs, a dozen tables (ranging from 4'-8')
Kitchen	300 sq ft	<ul style="list-style-type: none">• 3 sinks, dishwasher, industrial range with 10 burners and 2 ovens, refrigerator and freezer• use of community cookware/utensils

PS1 is on the lower level of the Wesley Center in downtown Iowa City (120 N. Dubuque St), with an elevator located just inside the front door of the building, as well as accessible restrooms. Reserved parking is not available, but there is a temporary loading zone (on parking pad in front of building; do not block the alley).

BASE Rates

Institutional Rate: \$200 / refundable security deposit \$250

Community Rate: \$30 or 30% of the door (if charging admission) / refundable security deposit \$30

A work-trade option is available for those for whom the community rate is prohibitive. Please inquire!

Additional Rates (pending availability)

For use of a microphone & PA: +\$10

For use of the projector: +\$10

For use of tech person at your event: +\$75

Space Reservation & Orientation

- 1) Check tentative availability at www.publicspaceone.com/calendar
- 2) Contact event@publicspaceone.com with potential date/time and description of event
- 3) Organizations or individuals are required to meet with a PS1 staff member or volunteer
 - A) to be oriented to our space and its guidelines,
 - B) sign our space usage agreement (attached), and
 - C) submit deposit and payment

Orientations are available multiple times throughout each week though must be scheduled in advance during the reservation process.

Important note regarding our ethos one:

Our gallery and performance space coexist within the same large room, and the content and structure of gallery exhibitions is part of the (what we think is awesome) nature of our space. Individuals and groups wishing to use the space are welcome to inquire about the art exhibition that will be up during their event,

but we are not able to take into account preferences about the suitability of an art exhibition to a certain event, and those using the space must respect the artwork/gallery setup.

Important note regarding our ethos two:

PS1 is largely DIY. **Event organizers are responsible for advertising, promoting, and executing their own events.** PS1 will put your event on our digital and physical calendars and post a flier in our space if provided. We are also happy to share event information via social media, our website, and our email newsletter if information/files are received (please send to event@publicspaceone.com) reasonably in advance of the event.

Guidelines

PS1 operates with little overhead and little red tape; we give a great deal of autonomy to our users. We are an anomaly in this regard, and as such we demand our users respect the space as if it was their own (we *will be hands off* so the space will be yours for the time you have it). This allows many great communities to overlap and collide, and awesome events (that we could never imagine) to unfold, but also means not everyone knows everything that happens in the space in a given week. So we ask: be an ambassador. Remember your event is part of a larger community of events. Seek out what else is happening and help share this unique space with others. You help support this special structure by communicating its importance in whatever way you can while at PS1 (and, well, pointing people to the PS1 donation box is also greatly appreciated)!

checklist

- | | |
|--|--|
| <input type="checkbox"/> key card returned to locker | <input type="checkbox"/> furniture returned to its (storage) place |
| <input type="checkbox"/> doors locked | <input type="checkbox"/> sound board AND amp turned off |
| <input type="checkbox"/> windows closed | <input type="checkbox"/> sweep, mop (if necessary), take out trash |

Do NOT enter the print shop/studio area or remove/use any of the furniture, tools, equipment, etc in that space. If you are interested in utilizing that space visit icpresscoop.com or inquire with one of the members (if they are around).

Agreement

By signing below, I acknowledge that I have read the Public Space One Space Usage Policy and will abide by the space usage guidelines during my event. I understand that Public Space One reserves the right to retain part or all of my security deposit should I not abide by these guidelines.

Date/Time:

Event:

Fee:

Printed Name

Signature