Thank you for being part of Studio Two Three’s community! If you’re reading this, you’re utilizing our event space as part of our community events program. It’s meaningful and important for us to make our space available and accessible for mission aligned initiatives, organizations and events.

In order to make this possible, we try to reduce staff strain or costs as much as possible. This FAQ document will hopefully answer some of the big questions for your org!

**FACILITIES**

Studio Two Three is a 24/7 artist space with over 100 artist members. We have 18 private studios and over 100 communal artists who are free to come and go at any time, day or night. You'll likely see them around the space, even in the wee hours of the night.

**Building Entry**

Please use this events code to enter the building: 10915#.

This code will let us know who was using our space, if an incident occurs. Please do not share this with guests or with anyone who does not need to know it.

During your event, you are welcome to unlock the main doors using the dogging key located on the red fire alarm panel and to leave them unlocked during space usage. Please lock them securely before you leave and do a walk through to make sure guests have left the building.

**Door**

If you’re hosting a medium-large event that’s open to the public, you must staff a table inside the front doors on the first floor that helps direct guests to your event, and keep guests out of artist spaces. We ask that someone staff the table throughout the duration of your event.

Folding tables may be located in the 2nd floor event space.

The first floor of the building has 3 print studios. These spaces are private and are not open to the general public. Please ensure that folks don’t wander through these spaces, or through private studios on the 2nd or 3rd floor.

Optionally, you may request that the Studio staff the door. If so, we will put out a request to our membership. We cannot guarantee that we can have someone available for your event, but will try. We pay our door staff $15/hr, and will coordinate as needed.

**Bathrooms**

The bathrooms are located on the first floor of the building. They are non-gendered and ADA accessible. We wish we had bathrooms on the 2nd floor :-(

**Elevator**
We have an elevator located on the left side of the 1st floor hallway.

**Kitchen**

We have a kitchen on the 1st floor with a refrigerator and ice machine. You’re welcome to use these things, with care and within reason. Please keep the kitchen accessible to all members and do not remove or throw away member food.

**Parking**

We have 10 parking spots against the side of our building, on-street parking and have access to the parking lot across 15th Street, accessible from Bainbridge Street. You’re welcome to utilize these spaces during your event. If members are parked in the lot, please do not ask them to remove their vehicles.

*Please ensure that guests do not park in the gravel lot on the left hand side of the alley. These spots are reserved for our neighbors.* There are large yellow signs instructing Studio Two Three visitors not to park there.

**Seating**

We have 85 foldable chairs that guests are welcome to use. We also have lunch tables that fold into benches for additional seating.

**Thermostat**

If the room is too cold or too hot, you can locate the thermostats on the upper mezzanine, in the shelving to the right of the kitchenette.

Please be mindful- it’s a large & expensive space to heat and cool. Turn it back to the setting you found it on before you leave. Don’t crank it up to 75 degrees during the middle of winter.

**Clean-up Policy**

We ask that you please do your own set up, break down and clean up. Some weeks we lend our space, free of charge, to several different groups and we do not have the capacity to clean, set up or break down each one. We’re a staff of 4 and need your help to keep the space open, free and fair for everyone! Please leave the space the same or better than you found it.

Clean up checklist:
- Fold your chairs back up and store them in the appropriate place
- Sweep up
- Take out the trash to the blue dumpster in the rear of our parking lot, the combination to the dumpster lock is 2439. Please relock it when you are finished.

**Food & Drinks**

You’re welcome to bring food and drinks. Please do not allow guests under the age of 21 to drink in our facility.
Clean up afterwards and remove all food and drinks from the building.

If you need an ABC permit, you can learn more about that here: https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses

**INSURANCE**

Please Obtain Certificate of Insurance that lists Studio Two Three as an “Additional Insured” for General Liability. Minimum General Liability Limits should be $1M per occurrence and $2M aggregate. You can contact your insurance provider to obtain a Certificate of Insurance. If you do not have an agent, please reach out to Bill Talley V at WH Talley & Sons and let him know you need a COI for an event at Studio Two Three; his email is wht5@whts.com

**A/V**

**WIFI**

Network: Studio Two Squee
Password: Squeegee123!

**Projection**

Please let us know if you plan on using our A/V setup. If so, we will walk you through the projector & audio during business hours (10am-5pm).

We have a cinema-grade projector mounted to the ceiling near the upper mezzanine in the event space. If we’ve discussed projection, you are welcome to use it. Please do not change any settings on the projector itself, or attempt to stand on something to reach it.

There is an HDMI cord to plug into your computer.

The projector projects onto the large rear wall in the event space. If you’re hosting an event during the day with projection, you can close the large black curtains to cover the windows.

We have two large bluetooth-compatible speakers, located at the front of the room on stands. We also have two wireless mics available.

**A/V Issues**

If you notice any A/V issues, please let us know so we can troubleshoot or take care of them. Please do not attempt to fix our A/V equipment.

**Do the right thing!**

Take care of this space and keep it open for everyone. Treat our neighbors well, don’t leave trash around the building and be mindful of our members— this is their creative home and we don’t want events to interfere with their ability to create their work.

**Thanks so much!**

Kate, Ashley, KB & Barry