



# REACH Performing Arts Studio

Information, policies and procedures  
for studio use and rental.

[reachstudioart.org](http://reachstudioart.org)

1804 S Washington Ave,  
Lansing MI 48910



# REACH Performing Arts Space

## Description of Space

The REACH Performing Arts Studio (PAS) was launched in March of 2018 as one of Lansing's Capital City Film Festival venues. The beautiful 1243 square foot space features large storefront windows facing East on S. Washington Ave, a refinished original hard maple floor, and a 12 foot exposed ceiling. Two restrooms are located in the adjacent lounge with access to REACH's lobby and main entrance. The space is the southern-most studio in REACH's 9500 ft facility, and has 3 entrances. A "front" door is located off Washington Ave through a storefront vestibule. Parking is available in REACH's parking lot off Smith Ave behind facility or along Bank Street, just south of facility. The Performance space includes a 9'x15', 1.5' high stage as well as black-out shades for the windows. The space is lit with LED pendant and track lighting, and has forced air heating and cooling. Up to 75 black folding chairs are also available for use for a fee of \$25. There are also 8 black folding tables available for use. Large, movable mirrors can be rolled out of the way or used for dance classes, etc.

## Dimensions ([Go to diagram page](#))

1243' of space (includes stage area)

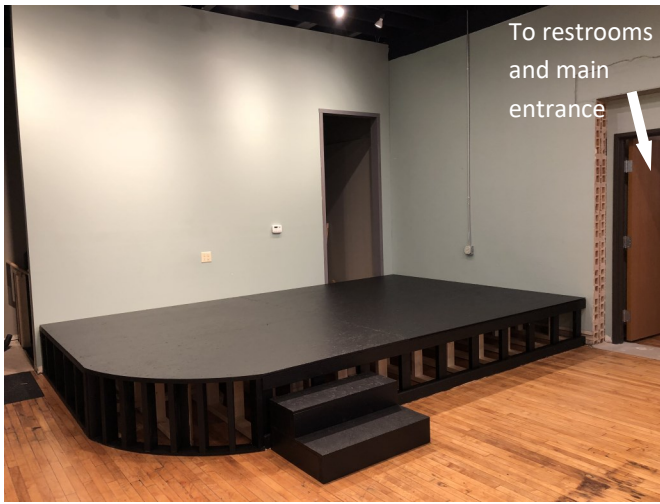
12' to bottom of ceiling joists

Floor dimensions are 58' long x 20' wide and a 5' x 13' area at storefront end.

Stage dimensions: 9' deep x 15' wide x 1.5' high.

## Additional features (use of some additional features may requiring additional fees)

- Display options—discuss with Alice
- 8 lightweight 6 ft folding tables
- 75 folding chairs
- 4 large mirrors on casters (for dance and exercise classes)
- Projector and screen
- Access to kitchen (non-commercial "warming" kitchen)
- Table top and floor easels



Stage at west end of space



View toward east end, store front.

# Policies and Procedures

We are thrilled to share our performing arts studio with you for your event. Please review these guidelines. We will ask you to sign an agreement form which is your promise that you/your organization will abide by them, thereby helping us continue to offer this beautiful space for future events.

## Hanging items on walls

Nails, screws, and other sharp, pokey items may NOT be used on the walls, furnishings, or floors.

Tape of any sort is also prohibited, though we will consider masking tape for certain applications if it is up for less than 48 hours. Absolutely no Duck Tape (duct tape) or glue on REACH surfaces. We recommend putty for sticking labels and other light weight items to walls.

Any hardware or consumable supplies, such as wire, cord, hooks, etc needed for hanging items is the responsibility of the lessee.

Larger, heavier items can be hung from ceiling rafters and joists.

Any special display requirements should be discussed with Alice Brinkman.

## During your event

Two restrooms are located in the lounge which is the smaller room just to the north of the PAS. A small “warming” kitchen are located in the Main Hub lobby. [See diagram](#). The kitchen includes: refrigerator/freezer, electric range/oven, and dishwasher. You are welcome to use the fridge to store food during your event. Please make sure you remove all food when your event is over. Please note that our kitchen is NOT a commercial kitchen and as such, no food should be “made” in our kitchen. It should only be used as a “staging” area to serve food you have prepared elsewhere.

**FOOD:** In general food is not permitted in PAS with exceptions for special considerations for certain events. Please discuss options with Alice Brinkman

**FLOOR:** To help us maintain our wood floor, please refrain from dragging or sliding furniture and other rough, sharp or heavy items across the floor. We also ask that tape and other adhesive materials not be used on the floor. **ART**

**MATERIALS:** In general art materials are not permitted in the PAS—especially wet or messy materials such as paint, chalk, glue, glitter, etc.

## **Space set up**

Set up of any furnishings, displays and other items needed for your activity is your responsibility and should be included in the time period for which you are contracting the space lease. If you need REACH to do set up (and/or take-down), additional fees will be required.

## **Room and supply use**

Your lease includes only the rooms or spaces detailed in your lease agreement. You are responsible to see that you or your guests do not wander to other areas of REACH not in your lease. Guests are strictly prohibited from entering REACH basement areas unless this is explicitly stated otherwise in your lease agreement. All consumable supplies needed for lessee activities are to be provided by the lessee. This includes paper goods (except toilet paper in restrooms), office or art supplies, dishes and food items. Plastic trash receptacle liners or trash bags are provided by REACH, but if your activity produces a significant amount of trash (more than one bag), we ask that you provide your own trash bags and trash removal.

## **Striking your show or event clean-up**

You are responsible for take down and removal of all your items, and replacing any chairs, tables or other REACH furnishings to their original storage location within the contracted time period. If you have filled a trash bag, please remove and place in blue Lansing CART bin at the NW outside corner of main building. Please leave the studio in the condition it was in prior to your event, unless something different has been arranged and agreed upon.

## **Visitors to REACH during your lease period**

If arrangement have been made to allow your use of space without REACH personnel present, and you have leased the space for a private activity, we ask that you keep exterior doors locked and not allow any unplanned visitors inside REACH unless they are entering to participate in your activity, with your oversight.

## **Covid-19 / Pandemic Addendum**

While we are under state, federal, or local orders or restrictions to mitigate the spread of the corona virus the following limitations and rules will also apply to groups leasing REACH space:

- No open-to-public activities will be allowed. Only private activities that are capable of maintaining and overseeing any necessary limitations.
- No more than 20 individuals total may occupy the Performing Arts Space during lease time-period.
- All individuals are required to wear a mask, or nose and face covering while inside REACH buildings. Masks may only be removed for eating and drinking.
- Social distancing of at least 6 feet between unrelated (from different households) individuals or family groups should be adhered to at all times while inside and outside.
- Wipe down all tables, chairs, counters and other surfaces used by lessee with disinfectant spray or wipes provided by REACH.

# Site Diagrams

