

## ARLINGTON COUNTY SCENERY STUDIO POLICIES

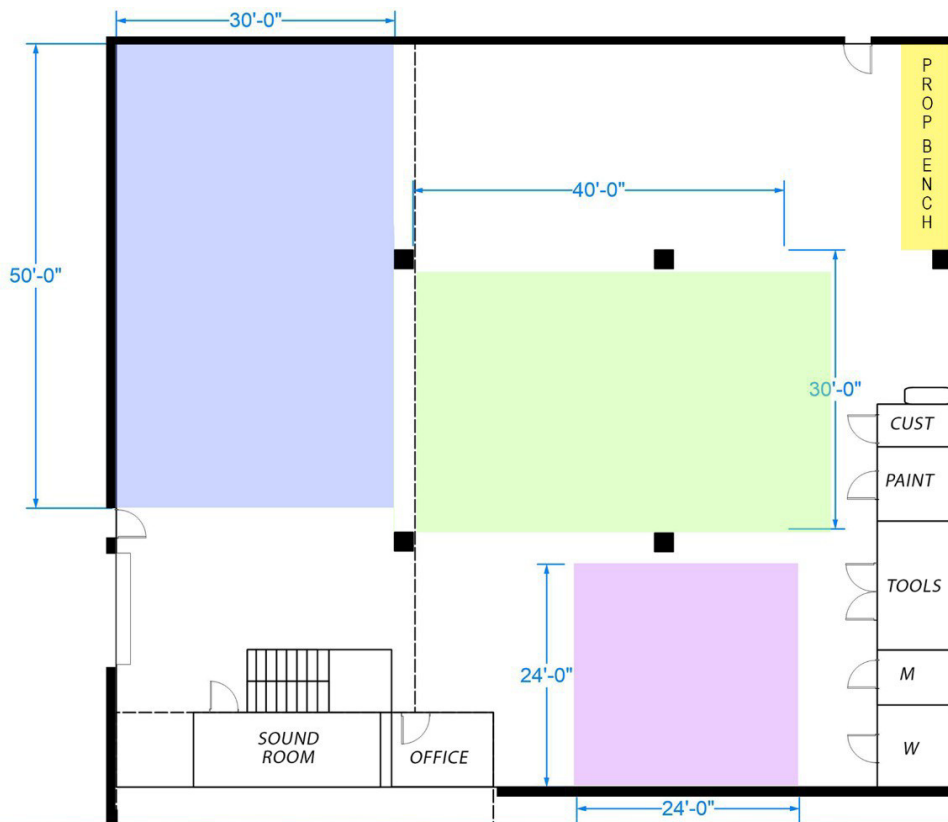
Contact: Jared Davis, Studio Manager  
703-228-6965 (studio) | jdavis4@arlington.us

### OVERVIEW

The [Scenery Studio](#) is a scenery construction facility run by Arlington County Cultural Affairs. The studio has a loading dock and is equipped with space and tools aimed at theatrical set construction and painting. Equipment includes standard woodworking tools, a welder, a centralized pneumatic system, and the space to paint backdrops as large as 30' x 60'.

Organizations and individuals may rent space in the facility for artistic construction with discounts and priority given to organizations that are grantees of the Cultural Affairs Grant Program.

There are three main spaces in the studio (see chart below). The Large (Blue) space is 50'x30' and 22' high, the Medium (Green) space is 30'x40' and 11' high, and the Small (purple) space is 24'x24' and 11' high. There is also a "Small Projects Bench" available for rent on a daily basis (Yellow).



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### HOURS OF OPERATION

Monday: CLOSED

Tuesday: 2 pm-10 pm

Wednesday - Friday: 2 pm – 10 pm

Saturday: 10 am – 6 pm

Sunday: 12 pm – 8 pm

### RATES

Rates are set annually by Cultural Affairs and subject to change. They are calculated by the week, with the understanding that access during that week is only available during the studio's stated hours of operation. The "week" starts on Tuesdays and ends on Sundays. The current rate sheet can be found on the Arlington Arts website.

#### RATES FOR STUDIO SPACE

Studio Bays	Grantees	External Orgs/Individuals
Blue Bay (30' x 50')	\$250/week	\$375/week
Green Bay (30' x 40')	\$200/week	\$300/week
Purple Bay (24' x 24')	\$100/week	\$150/week
Small Projects Bench	\$15/day	\$20/day

### RESERVATION PROCESS

#### Priority Reservations (Arlington Cultural Affairs Grant Program Grantees)

The studio calendar runs August through July. Granted organizations receive priority scheduling for the year when they complete the [Scenery Studio Facility Request Form](#) by August 1<sup>st</sup>. Granted organizations who meet the deadline will be notified of the status of their requests by August 15<sup>th</sup>. The Studio Manager will try to accommodate as many of the requests as possible submitted by the deadline, working to balance the needs of all granted organizations, taking into account date of request, and the needs of specific productions (for example, an organization that is building a large set may need a larger space than an organization that requested the large space first).

#### General Reservations

Organizations/individuals are welcome to request space year-round. Requests require a 2-week minimum lead time and will be filled on a space available, first-come, first-served basis.

#### Prop Bench Reservations

The Prop Bench may be reserved by any member of the public. No reservations are needed, but they are strongly encouraged. Users will be charged by the day. Reservation of the bench entitles users access to all tools in the studio. The bench cannot be used for more than 5 consecutive days. Any projects left overnight without express permission of the Studio Manager will be disposed of.

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### Design Requirements

Organizations reserving space are required to submit a “napkin sketch” of their scenery on their request form. Although a sketch is preferred, a simple statement of the scope and type of scenery being proposed will suffice. This requirement ensures that the proposed scenery is reasonable, safe and its scale will be appropriate to the size of the bay requested (i.e., ensuring that the smallest bay is not being used to build a show that will go into our largest stage, Thomas Jefferson Middle School). Any other pertinent information should be indicated as well: Pyrotechnics, Gunplay, Water, Unusual Rigging, Backdrops, etc.

### Request Form

<https://arlingtonva.us/files/sharedassets/public/arts/documents/scenery-studio-request-form.docx>



**Note:** Once a request has been processed, a representative of the organization must contact the Studio Manager no less than two weeks before load-in to the studio and identify a technical liaison that will be responsible for that organization’s use of the studio. Failure to contact the Studio Manager prior to load-in may forfeit a requested space or build time altogether.

## PAYMENTS AND CANCELLATIONS

### Payments

Organizations/Individuals will be invoiced by Cultural Affairs.

### Insurance

**Organizations that are grantees of the Cultural Affairs Grant Program** should already have secured insurance through the grants process. **Non-grantee groups** (i.e., organizations using bay space) must provide a certificate of liability insurance that names Arlington County Public Schools and Arlington County as the certificate holder. Organizations must carry Commercial General Liability, with \$1,000,000 combined single limit and \$2,000,000 aggregate coverage. This coverage must include personal injury, completed operations, contractual liability, premises/operations, and independent contractors.

If your organization has 2 or more employees you must have Workers Compensation, including Virginia benefits and employer’s liability, with limits of \$500,000 per accident, \$500,000 per policy and \$500,000 per employee. Plus, Commercial General Liability, with \$1,000,000 combined single limit and \$2,000,000 aggregate coverage. This coverage must include personal injury, completed operations, contractual liability, premises/operations, and independent contractors.

**Individuals** (i.e., bench renters) will be asked if they hold liability insurance. If the individual does not have liability insurance, they are required to sign a hold harmless and a copy of the Scenery Studio Policy, <https://www.arlingtonva.us/files/sharedassets/public/arts/documents/hold-harmless-for-individual-artists.doc>

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### **Cancellations**

Once a space has been reserved, there are no refunds or partial refunds for cancellations, missed days, or early departures. If there is an outstanding balance, organizations/individuals may not be able to reserve space.

### **Holiday Policy**

Users with weekly bookings will not be charged for weeks with major holidays in them (Thanksgiving, Christmas, New Year's Eve) or when the studio is closed for more than two days in a given week.

### **Studio Closures**

Due to staffing shortages the studio may occasionally be closed. User's fees will be pro-rated for the time lost. A listing of closures can be found on the [Scenery Studio webpage](#).

### **Non-Use**

Recognizing that the Scenery Studio is a community resource, organizations should reserve space with the intention of using it. If organizations reserve space and do not use it, future requests will be given lower priority. Always keep the Scenery Studio manager up to date with any scheduling changes.

## **USE OF SPACE**

USE OF THE STUDIO AND THE SHOP TOOLS IS AT YOUR OWN RISK. Nothing in this document is intended to replace common sense and good safety practices.

### **A Clean Space**

Each production is assigned a specific area in the studio. The users are responsible for leaving the space broom clean and free of debris, scenery, etc. To discourage rodents, no food may be left in the space and all food waste needs to be thrown directly into the dumpster. Cleaning up the workspace after each work session is mandatory. There is no custodial service in the studio so each group must keep its materials orderly and its space clean. Brooms, dustpans, and other cleaning supplies are located between the tool closet and bathrooms.

### **Dumpster**

All wood scraps must fit in a trashcan. This means scrap can be no longer than 3 feet in any direction.

### **Loading Dock**

Studio users will load into the studio via the loading dock. The loading dock area is for loading and unloading only. Do not park in front of the loading dock or garage. Studio users should park in marked parking spaces. There is no parking anywhere in the circle, you will be ticketed.

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### Deliveries

Materials and deliveries must be coordinated in advance with County staff. Note: morning deliveries are discouraged as the studio is generally not open in the mornings. All deliveries must be met by a representative of the organization. Studio employees are not able to sign for deliveries or packages.

### Common Tools & Areas

The studio is equipped with many stationary power tools in the common areas. Be considerate in sharing these common tools and do not spread your materials into the common areas. The studio is also equipped with some standard hand tools. Some specialty tools are available for use (router, grinder, etc.) by arrangement with the Studio Manager. No tools may leave the studio for any reason including loading into or out of a theater. If a tool breaks or is malfunctioning, please alert County staff immediately. There is no penalty for reporting broken tools.

### Bring Your Own Tools

Individuals/organizations are encouraged to bring their own hand tools for the best productivity. While staff take reasonable measures to keep equipment secure, all personal items are used and left at the owner's risk. The studio does not provide consumables (e.g., paint, hardware, etc.).

### Sign in Sheet

There is a sign in sheet at the entrance to the studio. Everyone must sign in and out daily. Signing in is for the safety of everyone in the studio and is intended to track usage. Billing is not generated from the sign in sheets (i.e., users will not be charged for signing in).

### Tool Safety

- POWER TOOLS ARE INHERENTLY DANGEROUS! KNOW AND FOLLOW ALL THE SAFETY RULES.
- If you are unclear on how to operate a tool safely, please ask County staff for assistance. There are some tools in the studio that require special training; please ask for assistance every time you encounter a tool that is new to you.
- Eye protection is required to use any power tool. Goggles and face shields and hearing protection are available in the studio.
- Removal of guards or safety devices from power tools is strictly prohibited. (Exception: When using the table saw to cut a groove, dado, or when using a molding cutter, the use of the splitter/anti-kickback device may not be possible. The device must be reinstalled before any other cutting is done).
- Keep all work areas and especially the areas around tools clear of debris.
- Proper attire must be worn. No open toed shoes, long jewelry, unsecured neck ties, etc.
- If a tool is not working, unplug it and report it to the studio staff immediately.
- Fire extinguishers and safety power "kill switch" are located near the exits.
- Minors using the studio must have adult supervision provided by organizations renting the space.

## **Health**

- Any injury must be reported to County staff and the appropriate forms filled out as soon as possible. The emergency number on studio landline telephones is 9-911.
- There is a first aid kit, eye wash station and AED located near the front door.
- A MSDS folder is available outside the studio office.
- If a tool has a dust collector, turn it on!
- Hearing protection and dust masks are available.

## **IF BUILDING FOR THEATRES/SPACES OPERATED BY ARLINGTON COUNTY**

- Please schedule an advance construction meeting/consultation (structural, rigging, process, etc.) at least two weeks before load-in to the studio.
- Flame treatment measures are required: **1- all exposed wood must be painted; 2- any materials that aren't inherently flame retardant are subject to the standard [flame test](#).** It is best to catch these issues early in the build process so that materials may be well chosen or treated with flame treatment.
- If County staff feels that any structure is unsafe, it will not be allowed to be loaded into the theater.
- Pyrotechnics of any kind are not permitted.

## **Paint**

- Organizations wishing to store paint in the studio will be assigned available space up to a maximum of one (1) shelf in the paint room. The fire law stipulates that all solvents and spray paints must be stored in the explosion-proof room when not in use. The following paints may be stored in the paint room:
  - Any latex, vinyl, or acrylic paint (water based)
  - Spray paints (limit 5 cans per group)
  - Other paints with the approval of the studio staff.
- All paint must be stored in tightly sealed containers.
- The use of oil-based paints, stains, and varnishes is prohibited in the studio. Oil and solvent-based paints are hazardous waste, toxic, and their use is strongly discouraged, as we have no mechanism for disposing of them.
- Do not store organic paints, such as casein or hide glue.
- Aerosol spray paint may not be used inside the studio. Spraying is permissible outside only if surrounding areas are protected from overspray.
- Never pour paint down the sink. Do not mix more than you need. The proper disposal method for water-based paint is to allow it to dry in the can and dispose of it as a solid. Adding kitty litter will speed up this process.

## **Storage of Tools and Materials**

Organizations may request to store their own rolling toolbox no larger than 30"x48"x46"h. All other building materials must be removed from the studio at the end of construction.

## **Use of County Truck**

The County truck may be reserved for one trip, per show, from the scenery studio to any Cultural Affairs theatre space for grantee organizations. The County truck may also be requested to bring back scenery (stairs, platforms, etc.) from the theatres (special arrangements must be made in advance). If scenery is brought back to the studio at the end of a show and needs to stay for longer than COB that day, the organization will be charged the Prop Bench fee daily for no more than 5 days. The County truck may not be used to move scenery or materials any

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place other than the theatres or the studio (i.e., an organization's storage unit). Only qualified County staff may drive the truck. It is not the responsibility of the County staff to load or unload scenery from the truck. You must confirm reservations with the Scenery Studio manager no less than 2 weeks prior to loading out of the Scenery Studio.

### **Enforcement of Studio Rules and Policies**

Individuals who violate studio safety rules may be banned from use of the studio. Failure to pay balances or reserve space without showing up will face similar consequences.

### **Contact**

The County staff is always available for scheduling appointments and giving tech related advice by calling 703-228-6965 or emailing [jdavis4@arlingtonva.us](mailto:jdavis4@arlingtonva.us).

I have read the Scenery Studio Policy and have no questions about its meaning and voluntarily accept the terms by signing my name below.

Name: (please print)

Signature:

Date: