

DOUGHERTY ARTS CENTER

Creative Space Rental Guidelines

The Dougherty Arts Center's Creative Space Rooms are designed as no cost creative spaces that meet the informational, educational and professional needs of arts organizations. Groups are prohibited from using any space for commercial purposes or charging a fee to enter.

1. In order to provide equitable opportunity for space, organizations are limited to a maximum of four reservations of four hours each per month. A maximum number of reservations per organization cannot exceed 25 in a calendar year. **No exceptions.**
2. Rooms cannot be reserved for the same program under different organization/individual names, resulting in a reoccurring program.
3. Rooms are offered free on a first come, first serve basis with reservations accepted up to 40 days in advance. Reservations are required.
4. Children may not be left unattended in the facility.
5. Rooms must be left as they are found. All trash must be put in the proper receptacles, surfaces (*including white board*) wiped down if necessary and equipment returned.
6. Permission to use the community rooms may be withheld from groups who have failed to comply with these guidelines or cause any damages or disturbances.
7. To change or cancel a reservation, please email DACInfo@austintexas.gov no later than 24 hours before the scheduled reservation. If a group fails to show for two meetings in a row and does not call to cancel, that group will be unable to reserve a creative space for 6 months, beginning on the date of their most recent no show.
8. Creative Space rooms cannot be used as dressing rooms.
9. It is prohibited to put any piece of furniture in the gallery/hallway adjacent to the community room entrances. You may ask people to wait in the main gallery, Artist Resource Center or hallway near the theatre.
10. Rooms are available Monday Through Thursday from 10am to 9:45pm on a first come first serve basis.

The City of Austin is proud to comply with the Americans with Disabilities Act. If you require assistance for participation in our programs or use of our facilities, please call (512) 974-3914.