

Classroom or Gallery
ROOM REQUEST FORM



Please read the following pages to review the types of rooms, equipment, and services we provide.

PLEASE NOTE: We will discuss this with you before a contract is started in order to determine whether we can meet the needs of your event.

CONTACT INFORMATION

Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

EVENT INFORMATION

Name of Event: _____

Description of Event: _____

Date(s) of Event: _____

Number Expected to Attend Event: _____

Approximate Age Group of People Attending: _____

A minimum of 1 chaperone to 10 minors is required. The ACA defines minor age as 17 years old and under.

If room is reserved for minors, how many chaperones will attend: _____

Your time of reservation **MUST** include your set up and clean up time. Your set up before and clean up after must take place within your rental time.

Time of day you will begin to occupy the space: _____

Published Beginning Time of Event: _____

Published Ending Time of Event: _____

Time of day you will exit the space: _____

LIST OF SERVICES FOR PURCHASE | Packages & Add On's

Gallery Wall Space Rentals

This package is for 2-dimensional art exhibitions. The rental period is for one week and is subject to availability. All art must be ready to hang.

Main Gallery: \$125 per week

Rosengart Gallery: \$100 per week

Multipurpose Studio: \$80 per week

Classroom: \$70 per week

Main Gallery

Location: First Floor, Averitt Center for the Arts

Description: This space is the primary gallery in the building. The space may have artwork on the walls displaying a featured exhibition. The space is fully accessible to the street. The space is ideal for small lectures and small parties/receptions.

Tables: Can accommodate six 6-ft. tables

Chairs: 36

Capacity: 48 standing, 36 people with tables and chairs

Restrooms: Accessible restrooms available

Cost: \$50/hr. Non-Profit, \$60/hr. Commercial, (Two Hour Minimum)

Classroom

Location: Second Floor, Averitt Center for the Arts

Description: This space is designed for meetings, training and instructional classes. The classroom space can be combined with the adjacent studio and the Statesboro Legends Gallery is perfect for small social gatherings.

Tables: Can accommodate four 6ft. tables

Chairs: 24

Equipment: Easels, drop cloths, sink and trashcan

Capacity: 30 standing, 24 people with table and chairs

Restrooms: Accessible restrooms available

Cost: \$25/hr. Non-Profit, \$30/hr. Profit, (Two Hour Minimum)

Visual Art Studios

Location: Roxie Remley Center for Fine Arts

Description: The visual art studios are provided for individual artists who need space to create original works of art. Studios are not provided to commercial users or for uses other than the creation of original art. The room is equipped with basic essentials for creating art. One-month notice is required when vacating your studio.

Capacity: Large enough for two artists to share a room

Restrooms: Accessible restrooms available

Cost: \$180 per month (payment due on the first day of each month)

Availability: Artists can come and go from their studio as needed with a set of keys that will be issued to them.

Multi-Purpose Studio

Location: Third Floor, Averitt Center for the Arts

Description: This space is perfect for private parties, small performances, small weddings & receptions, instructional classes, lectures, meetings, etc.

Table & Chairs: Can accommodate twelve 6ft. tables

Chairs: 72

Capacity: 88 standing, 72 people with table and chairs

Restrooms: Accessible restrooms available

Cost: \$75/hr. Non-Profit, \$85/hr. Profit (Two Hour Minimum)

Statesboro Legends Gallery

Location: Second Floor, Averitt Center for the Arts

Description: This space is perfect for small exhibitions.

Capacity: 20 people standing

Restrooms: Accessible restrooms available

Cost: \$25/hr. Non-Profit, \$30/hr. Profit (Two Hour Minimum)

2-D Classroom

Location: First Floor, Roxie Remley Center for Fine Arts
Description: This art classroom is perfect for an art class or a creative meeting space.
Capacity:
Restrooms: Accessible restrooms available
Cost: \$50/hr. Non-Profit, \$60/hr. Profit (Two Hour Minimum)

ADD ON's

Hanging Rods: \$1.00 per rod per rental

Exhibition Package _____

Main Gallery _____

Classroom _____

Visual Art Studios _____

Multi-Purpose Studio _____

Statesboro Legends Gallery _____

2-D Classroom _____

Additional services requested: _____

Revised 2/18/2020

Total Rental Fee: _____