



## **Sugar Space Cooperative Studio at River District**

In April 2013 Sugar Space purchased set of buildings on 130 South 800 West in the River District portion of Salt Lake City. The new arts complex is walking distance from the airport TRAX line and three blocks from downtown and the Gateway. The complex will be developed in phases. The Sugarhouse location will continue running simultaneously.

When fully renovated, the new complex will feature three buildings with areas suited for different types of activities:

- ▢ Converted Warehouse - Black Box theater
- ▢ Converted Warehouse - Gallery
- ▢ Converted Warehouse - Three multi-purpose studios (photography, art, theater, dance, music, rehearsal rooms, readings, graphic design, craftmaking, etc.) *\*\*The above spaces, when combined into a single area on a Thursday-Saturday evening or Saturday afternoon, would offer a large event space with occupancy of 350-400 people.\**
- ▢ Converted Warehouse - Prep kitchen
- ▢ Converted Warehouse - Green room/dressing rooms and lounge
- ▢ Converted Warehouse - Prop storage
- ▢ Ample Parking
- ▢ Detached Multi-Purpose Studio - Cooperative 1100 Square Foot Studio
- ▢ Converted House - Cooperative Art and Office Space
- ▢ Converted House - Cooperative Healing Arts / Private Session room
- ▢ Covered Patio

Phase one of construction will include the areas above that are underlined. Phase one areas are separate buildings across the half acre lot from the main warehouse.

After speaking with many of our clients, Sugar Space sees a need in the community for an affordable space with ample availability for arts and artists of all disciplines, as well as, healing arts, classrooms and similar related activities. In order to address this need, we envision having one space function as a Cooperative as opposed to a space that is strictly rented hourly. With this model, we believe it will allow everyone to benefit.

## **Vision of the Cooperative Studios**

The Cooperative is a collective of passionate and talented individuals who join to access the benefits of being able to use space for much cheaper than market price. By having ample members in the Cooperative, we are able to keep our prices a fraction of what they would normally be.

Currently, there are three main spaces to choose from as part of the Cooperative and members can choose which spaces they are interested in and how many hours they would like to use.

To try and maintain a shared vision, we suggest those using the studio offer something in the realm of all movement, music, spoken word and theatrical art forms or similarly related activities.

Those using the healing arts room will be offering something along the lines of: body-centered psychology, art therapy, somatic bodywork, energy work, massage/bodywork, meditation, or other healing modalities and private sessions.

Any artists are welcome in the art Cooperative to do their creative work. Similarly, community members are welcome in the shared office space.

The current three Cooperative areas include the following:

### **Detached Studio**

This 1200 sq. foot movement/rehearsal studio is a separate, stand alone building that is across the half acre lot from the main warehouse and overlooks the covered patio. It is currently being renovated for phase one and will have:

- ▯ Hardwood floor, sprung maple floor
- ▯ Coverable mirrors
- ▯ Sound system
- ▯ Lights on dimmer
- ▯ Prop, blanket, supply and mat storage
- ▯ Shelving for personal belongings

### **Healing Arts Room / Private Session Room**

The Healing Arts room is located on a converted house on the property and will be available to do private sessions out of such as massage, yoga, meditation, pilates, feldenkrais, rolfing, art therapy or other private classes. It will include:

- ▯ 400 Square feet
- ▯ Hardwood floor
- ▯ Dimmable lighting
- ▯ Movable table and chairs
- ▯ Cabinets for supplies that can be locked and usable by members

- ▯ Closet to hold mats, linens, oils, folded massage (or similar) table and miscellaneous items
- ▯ Coverable window
- ▯ Bathroom

### **Art / Classroom / Office Space**

In the converted house there will also be a room that can serve many purposes. The main vision is to provide a classroom and art space. This room could also double as an office space that members can use to work in. This multi-use room will provide:

- ▯ Windows for natural light
- ▯ Foldable and movable tables and chairs
- ▯ Wi-Fi
- ▯ Cabinets for supplies
- ▯ Dedicated, lockable built in wood drawer filing cabinets for anyone who is a Cooperative member
- ▯ Mail delivery address and mailbox capability for any Cooperative member who wants to have a business address to have mail sent to and stored.
- ▯ Lockable cabinets for art and other supplies

### **Shared Kitchen and Sitting / Waiting Area**

All Cooperative members will have access to a shared kitchen as well as sitting and/or waiting area in the converted house.

### **Cooperative Guidelines and Options**

Members in the Cooperative can choose which studio space or spaces they want to use and how many hours they want them. We have laid out the options below:

#### **Detached Studio and Movement / Rehearsal Space**

- ▯ Rental Rate: \$5 per hour
- ▯ Level One: 40 hours per month: \$200 per month
- ▯ Level Two: 30 hours per month: \$150 per month
- ▯ Level Three: 20 hours per month: \$100 per month
- ▯ Level Four: 10 hours per month: \$50 per month

#### **Healing / Private Practice Space**

- ▯ Rental Rate: \$5 per hour
- ▯ Level One: 40 hours per month: \$200 per month
- ▯ Level Two: 30 hours per month: \$150 per month
- ▯ Level Three: 20 hours per month: \$100 per month
- ▯ Level Four: 10 hours per month: \$50 per month

*\*\*Practitioners are responsible for sheets and personal supplies.\*\**

## **Office / Art-Space:**

- Rental Rate: \$3 per hour
- Level One: 40 hours per month: \$120 per month
- Level Two: 30 hours per month: \$90 per month
- Level Three: 20 hours per month: \$60 per month
- Level Four: 10 hours per month: \$30 per month

### **If you rent two spaces you get 10% off the total price**

Example:

Level one for movement/rehearsal and healing studio would be a total of \$400 - 10% (\$40) would then make the price \$360 for both and 80 hours per month.

### **If you rent three spaces you get 25% off the total price**

Examples:

Level one for all three spaces would be \$520 - 25% (\$130) = \$390 for all three spaces and 120 hours per month.

Level one for healing space and Level three for movement/rehearsal space and Level four of office space would be \$330 - 25% (\$82.50) = \$247.50 for 70 hours.

## **Other Details**

Cooperative Memberships may be shared between collaborators. For example a dance company may divide it's hours between members or co-teachers could share hours. All shared dues would still be listed under one group name and dues would be collected by one representative party.

Based on rental data from the past five and a half years, we realize that there is a prime time to teach classes in the community. In order to be fair to paying members, we have designated prime time hours in the movement space and divided them equally between members and levels.

Because we feel this is more of a concern in a class situation, we do not designate prime time hours for the other two spaces and all hours would be considered equal in those spaces.

### **Prime time hours for the movement space are designated as:**

- Monday through Friday 5:30-9:30pm
- Saturday and Sunday 9am-6pm

Level one prime time hours would be 3.5 per week and 6.5 per week off peak hours

Level two prime time hours would be 2.5 per week and 5 off peak hours

Level three prime time hours would be 2 per week and 3 off peak hours

Level four prime time hours would be 1 per week and 1.5 off peak hours

In addition, we recognize the need for two distinct jobs within the Cooperative.

- Booker / Scheduler
- Cooperative Manager

In order to pay the people who maintain these positions, there will be a fee of \$30 per month added to each membership. This will confirm that there will be dedicated staff to handle scheduling, maintain the space and answer any concerns or issues if they were to arise.

### **Rules and Responsibilities**

- Membership in the Cooperative is in three month increments.
- New members can join at any time if there is space in the Cooperative but no more than 10 full memberships can be active at any one time. This allows for a fair number of hours and traffic in the space.
- Payment for Cooperative hours will be invoiced on the 25<sup>th</sup> of each month, via email, for the hours used from the 25<sup>th</sup> of the previous month to 25<sup>th</sup> of the current month.
- Payment is due no later than the 1<sup>st</sup> day of the month after when you are billed. Preferable payment is via online bill pay although checks will be accepted. We apologize but are not able to accept cash at this time.
- One month deposit is due upon joining the Cooperative. This refundable deposit will be returned within 15 days after ending membership as long as member is in good standing with the Cooperative rules and responsibilities.
- Membership must be canceled with 30 days notice to allow for ample time to alert other interested parties of an available slot in the Cooperative. If canceling member does not provide at least 30 days notice, said member will forfeit their deposit.
- Continual Membership in the Cooperative is not guaranteed. In the event Sugar Space must cancel membership, we will provide at least 30 days notice and will refund member's deposit so long as member is not in default of their responsibilities.
  - Each Member who uses the space is responsible for their own advertising and marketing. Sugar Space's website will list information about the Cooperative, a calendar, member's biographies and a link to each member's business web page.
  - Sugar Space and cooperative members will occasionally schedule events during Friday or Saturday evenings and/or weekend days that utilize the parking lot and patio areas. These events will be scheduled in advance and worked out in harmony with the Cooperative schedule.

### **Dues and Late Fees**

Cooperative membership dues are required to be received by the 1<sup>st</sup> of the month . If payment is not received on time, member will incur a late fee.

- After 5 days late there will be a \$15 late fee added.
- After 15 days late there will be a \$25 late fee added.
- After 30 days late membership can be revoked.

## **Other Benefits**

Sugar Space recognizes that occasionally Cooperative members may want to rent hours outside of their pre-purchased time.

**Cooperative members will get 50% off additional rental hours outside of their pre-purchased time in any of the three spaces.**

### **Current market rate prices are as follows:**

- ☐ Movement / rehearsal space \$25 per hour / Cooperative pricing \$12.50 per hour
- ☐ Healing / private space \$25 per hour / Cooperative pricing \$12.50 per hour
- ☐ Office / Art and Classroom space \$15 per hour / Cooperative pricing \$7.50 per hour
- ☐ Event Pricing for use of whole patio- parking lot etc. (subject to availability and scheduling) \$50 per hour / Cooperative pricing \$25.00 per hour

## **Cooperative Staff**

### **Booker / Scheduler**

\$15 dues (half of the \$30 that is collected monthly) from each member will go directly to the Booker / Scheduler

Duties include:

- ☐ Receiving calls and emails from members who wish to reserve time and keeping the calendar up to date daily.
- ☐ Tracking members hour usage and confirming it is in line with their Level of participation.
- ☐ Invoice all members on the 25<sup>th</sup> of the month and interface with Sugar Space to confirm receipt of payment.

### **Cooperative Manager**

\$15 dues (half of the \$30 that is collected monthly) from each member will go directly to the Cooperative Manager.

- ☐ The Manager will be the liaison between all members and Sugar Space. They will keep everyone up to date on happenings.
- ☐ They will handle other logistics the booker does not handle including tracking member responsibilities including cleaning, making sure people are following opening and closing procedures, etc.
- ☐ They will handle reaching out to the community to encourage new membership and public relations for the Cooperative.
- ☐ They will work to resolve any issues that may arise.
- ☐ They will keep biographies of members and other information about the Cooperative up to date on the Sugar Space website (in the process of being built).

## **Closing**

In closing, we are very excited to offer this new opportunity and shared space. We are excited about the possibilities for the future and look forward to working with you all in this new collaborative format.

Sincerely,  
Brittany Reese  
Director Sugar Space  
888-300-7898 / 801-558-3522  
[admin@thesugarspace.com](mailto:admin@thesugarspace.com) / [www.thesugarspace.com](http://www.thesugarspace.com)