

Open Signal Space Rentals - FAQ

Open Signal Members may reserve and use Open Signal classrooms, meeting spaces, and studios at no cost during our public hours of operation. Use of spaces is based on availability and must be scheduled through the front desk. Studios are prioritized for production, and reservations for production purposes require Studio/Soundstage certification.

Open Signal classrooms, meeting spaces, and studios are available for rent outside of public hours of operation. Open Signal Studios may be rented for meetings, screenings, events or production. Reservations for screenings or production purposes require Studio/Soundstage certification.

For more information on space rental please contact Noah Dorsey, Media Services Manager: ndorsey@opensignalpdx.org

A rental agreement must be signed prior to reserving an Open Signal space. The rental agreement includes (but is not limited to) the following important requirements:

- All Open Signal policies regarding conduct must be observed including:
 - Open Signal is an inclusive, open, and safe space supporting creativity and collaboration. Hate, intimidation, harassment and violence are not tolerated or allowed;
 - Open Signal is a weapon free environment and guns are not allowed within the building or at Open Signal events;
 - Illegal drugs are not allowed within the building or at Open Signal events;
 - The prior express, written consent from Open Signal's Executive Director is required to have alcohol on the premises; and
 - Open Signal equipment may not be operated while intoxicated.
- Rental period includes set-up and tear-down. Be sure to reserve a large enough block of time to allow for this activity.
- You are expected to clean up after your event. Janitorial service is an additional expense. If you would like janitorial support please request this when obtaining a rental quote.
- The space must be returned in the same condition as when received. Any additional staff time or janitorial service required to return the space to its original condition will be charged to the Renter.

- Staff support is available at additional expense. If you would like support with set-up or tear-down of your event please request this when obtaining a rental quote.
- Chairs and folding tables may be provided by request and based on availability. Please discuss your needs when obtaining a rental quote.
- All decorations must be free standing. Renter shall not use fire, water or other liquids, glitter, or smoke effects in the space without Open Signal's prior written consent.
- You must greet, or provide a greeter for your guests and attendees.

For more information, or to request a quote, please contact
Noah Dorsey: ndorsey@opensignalpdx.org