



RWS
Entertainment
Group

RWS Studios Information & Policies

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(Updated April 6, 2022)

COVID-19 Information

Proof of Vaccination: Vaccines will be required for everyone at the RWS Studios. Photos of vaccine cards and Excelsior Pass will be accepted. Cards and passes will be checked ahead of the studio rental time at the Facilities office. For large groups, the main contact will sign a document affirming that everyone in the group has been vaccinated in advance. For RWS productions this will be verified by the production team prior to the start of rehearsals.

Cleaning and Electrostatic Disinfection: Cleaning staff are in 5 days a week from 10:00 am until 11:00 pm. At RWS Studios, EPA-approved cleaning supplies and CDC-recommended PPE have been provided to our Facilities Team in order to regularly sanitize shared spaces. In addition to this, electrostatic disinfection treatments will be scheduled daily. Electrostatic disinfection treatments will be scheduled as needed. Electrostatic spray is electrically charged, allowing the appropriate sanitizers, mold preventatives and disinfectants to wrap around and evenly coat all types of surfaces for a more complete clean.

HVAC Filtration: RWS Studios' HVAC system has CDC approved MERV-13 air filters.

Facial Coverings: Facial coverings are required for everyone in RWS Studios halls and common areas. The only exception to this policy is if you are seated to eat or drink. Facial coverings are optional inside individual studios.

Hand Sanitizer: Alcohol-based hand sanitizers will be placed in key areas along with printed notices, reminding performers and production team members to use before and after touching any shared surfaces or equipment.

Studio Capacity: The maximum capacities for the studios are as follows. Please do not go over this capacity at any given time. Studio 1 (56), Studio 2 (56), Studio 3 (5), Studio 4 (8), Studio 5 (8), Studio 7 (51), Studio 8 (49), Studio 9 (25), Studio A (13). If people are arriving on a rolling basis to your studio (such as for an audition) please make sure to let us know.



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RWS Studio General Information

Hours of Operation

RWS Studios are open from 9am-9pm Monday-Friday and 9am-5pm Saturday and Sunday.

RWS Productions: If rehearsals are ever beyond the hours of 9am-11pm Monday through Friday or 9am- 5pm Saturday or Sunday you will need to open and close the studio building. For instruction on how to open and close RWS Studios please refer to the Facilities Handbook for reach out to RWS Facilities Staff.

Locations





Studios 1-9 are located at 37-12 35th Street Long Island City, NY 11101
(Ground Level)

Studio A-C are located at 34-01 38th Avenue Long Island City, NY 11101
(3rd floor, Suite 302)

Accessibility

All RWS Studios and offices are wheelchair accessible and have accessible single stall and non-gendered restrooms. For other questions related to accessibility please reach out to studiorentals@experiencerws.com

Public Transportation

The RWS Studios and RWS Offices are a short walk from the 36th Street   train station and the 39th Avenue   train station. We can also be reached on the Q101 at Northern Blvd. & 34th Street or Q102 at Northern Blvd. & 31th Street bus. There is street parking in the area but the availability of parking close by is not guaranteed. There are a few local parking garages such as Icon Parking located at 30-02 39th Ave.

Studio Rental Policies

- No smoking, flammable special effects, candles, or open flames are permitted in the studios. The use of dry ice and other atmospheric effects are not permitted in the studios.
- Eating is allowed in the studios. Please dispose of trash in trash receptacles
- Please be sensitive to other renters booking in the studios. If you are playing loud music or otherwise making loud noise, please shut the door to your studio.
- RWS Staff may enter any studio at any time in the case of a building emergency or operational needs.
- Children should be accompanied by an adult at all times.



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- Please leave your studio promptly at the end of your reservation time as there is likely a renter booking in the space immediately following.
- Securing or affixing anything to the floor, walls, or ceiling, should only be done with painters tape or thumb tack and be removed by the end of your booking time. Absolutely no use of screws, nails, or anything that may create a protrusion or remove paint are allowed on the floors, walls or ceiling.
- Any questions or requests for tables, chairs, music stands, audio equipment etc. can be accommodated by request by filling out the Equipment Request form linked in your confirmation email or for RWS productions by Wrike request.

Cancellation & Payment Policy

Lock Out

To cancel you must call 212-391-1795 ext. 77 **and** e-mail studiorentals@experiencerws.com.

Please ensure to follow the cancellation guidelines below in order to receive credit, deposit refunds, or to avoid being charged the full amount for your rental.

- At least 14 business days notice must be given to receive a 100% refund of total rental fee once reservation is confirmed.
- At least 7 business days notice must be given to receive a 50% refund of total rental fee once reservation is confirmed.
- Cancellations with less than 7 business days notice will be subject to forfeiture of the total rental fee in it's entirety at the discretion of Lessor.
- 50% of the total rental fee must be received by RWS within five (5) business days upon receiving confirmation of your booking. The remaining balance will be due five (5) business days prior to the commencement of the rental period. RWS reserves the right to cancel this Agreement in the event timely payment is not received.
- Lessee will not receive a refund for rental days lost due to inclement weather or Acts of God outside of the control of Lessor and Lessee, including without limitation delays due to natural disaster or other force majeure events. In the event of a forced closure and upon availability, Lessor may provide a rental credit to Lessee to reschedule.

Hourly

- To cancel you must call 212-391-1795 ext. 77 **and** e-mail studiorentals@experiencerws.com.
- At least 48-hours notice must be given to receive a 100% refund of total rental fee once reservation is confirmed.