

Frequently Asked Questions for Facility Rentals

**1.) Can I see if my requested date is available before completing the rental request form?**

Yes, you are welcome to email the Operations Manager at any time with questions at [rentals@culturaldc.org](mailto:rentals@culturaldc.org). However, spaces are not held until a rental contract is in place.

**2.) Is a deposit required to hold the space?**

Yes. After you've submitted a rental request form, the Operations Manager will send you a rental estimate. Once you've approved your estimate, a rental contract is made. Upon execution of the rental contract a 25% non refundable deposit is due to secure the space.

**3.) How can I see your facilities?**

Please email the Operations Manager at [rentals@culturaldc.org](mailto:rentals@culturaldc.org) to make an appointment. If the facility has availability and the event will work in the space, we are happy to set up a showing.

**4.) How far in advance can I book your spaces?**

Source has resident organizations that are the primary renters of our spaces. Our season is August through August of the following year. We do not open the next season calendar until late spring.

**5.) Is your space available for non-performing arts events?**

Yes, our space has been used for a variety of workshops, classes, screenings, and meetings as well as a variety of sized special events and fundraisers.

**6.) Do you have a piano for rent?**

No, we do not have a rentable piano.

**7.) Is staffing included with the rental?**

No. Board Operators, Stage Managers and front of house staff are not included in your rental. You are responsible for all set up, security, operation and clean up for your rental.

**8.) Do you have a lighting and/or sound system in your theatres?**

Yes. Our theatre comes equipped with complete lighting and sound systems. All lights and sound systems are pre-set by the primary Source resident renter and cannot be altered to accommodate your event.

**9.) Do you have a projector and/or screen available to rent?**

Yes. We have a projector and screen available for an additional fee.

**10.) Are the spaces handicap accessible?**

The Source Black Box is accessible and has handicap restrooms. However, Source does not have an elevator to access rental facilities upstairs which include the Classroom and Rehearsal Room.

**11.) Do I have to have liability insurance to use your space?**

Yes. All rentals must have liability insurance naming CulturalDC, at the Source address, as an additional insured for \$1,000,000 for the duration of the rental. No exceptions.

**12.) Can I split box office receipts in lieu of paying for the space?**

No. We do not offer alternatives other than renting the space at the listed prices. We do offer a reduced rate for non-profit organizations, with proof of 501(c)3 status.

**13.) What marketing is provided with my rental?**

We will list your event with a photo, dates/times, description, links to more information and ticket purchasing, etc. on our website.

**14.) Can I pay rental fees by credit card?**

No, we only accept checks made out to CulturalDC.

**15.) Can I sell concessions?**

CulturalDC may sell concessions at ticketed events at no additional cost to the licensee.

**16.) Do you have a preferred caterer?**

No, we do not have a preferred caterer, but we'd be happy to make recommendations.

**17.) Can I serve alcohol at my function?**

Sale of alcoholic beverages may only be done by CulturalDC.

**18.) Is parking available?**

Source has no available on-site parking for guests or rental staff. Source is metro and metro bus accessible. Additionally there is hourly street parking as well as garages in both neighborhoods.