



Old Town Hall City of Salem, MA



Arts-Community-Access Membership Program*

With the desire to increase use during off hours between bookings at Old Town Hall, while creating affordable, equitable access for artists and creatives on the North Shore, the City of Salem is pleased to announce the Arts - Community - Access Test Pilot Membership Program. This new experimental rental option provides steeply discounted rates to individuals and organizations working in the field(s) of arts and culture during times when the space would otherwise go unused.

Qualifying programming must be arts and culture-based activities that are invitation only and closed to the general public. Events that charge admission or participation fees do not qualify under this program. Uses of space under this membership program cannot surpass 4 hours of time in the space per booking.

Eligible entities must be:

- ★ **Individuals or Non-Profit (for-profit entities are ineligible for this program)**
- ★ **Local (i.e. incorporated or residing in the North Shore area)**
- ★ **Arts & Culture Based (i.e. conducting activities related to the arts and culture industries)**

Eligible bookings must be:

- ★ **Free**
- ★ **Closed to the public/ invitation only**
- ★ **No more than 4 hours in length**
- ★ **Arts & culture related**

Eligible programming examples include but are not limited to:

- Rehearsals/Practices
- Auditions
- Art workshop offered for free to those attending
- Professional development workshops for artists
- Book club meetings
- Community meetings for arts & culture based groups

Membership Tiers:

- Tier 1 – \$125 – Includes up to 5 uses of the space. Once a Tier 1 member has used the space 5 times, each additional use comes at the cost of \$20 per confirmed booking.
- Tier 2 - \$200 – Includes up to 10 uses of the space. Once a Tier 2 member has used the space 10 times, each additional use comes at the cost of \$15 per confirmed booking.
- Tier 3 – \$300 – Includes up to 20 uses of the space. Once a Tier 3 member has used the space 20 times, each additional use comes at the cost of \$10 per confirmed booking.

How It Works:

1. Inquiring parties should fill out the [Rental Intake Form](#). Under “Type of Event”, please select the “Arts – Community - Access” option. If desired dates are known, please list them in the date column, otherwise write in TBD.
2. A staff member will reach out to get a better understanding of your activities. Once the staff member has verified that the organization/activities qualify for this program, a signed contract, membership payment, and \$250 fully refundable security deposit must be submitted.
3. A list of requested dates can be sent as early as 6 months in advance but by no later than 7 business days prior to requested dates of use. These dates are then placed on a soft hold but are NOT a confirmed booking.
4. Bookings made through this program will be confirmed a minimum of 5 business days prior to the requested date. Please do not reach out before this time to inquire about your booking. You will receive a confirmation email from the City’s Arts & Culture planning staff if the date is available. If it is less than 5 days from your requested activation date and you have not received this message, please check your spam folder and then reach out if no correspondence has been received.
5. Members enjoy their activation(s)!

Rules & Regulations:

The City has decided to limit memberships to 10 slots at this time with hopes to further grow the program in the future, if proven successful. Slots will be filled on a first come, first served basis. If all slots have been filled, those who inquire about the program will be placed on a waitlist and notified when a spot has been made available for them. After notification, the contacted party has 2 business days to respond before the spot is offered to the next party on the waitlist.

Memberships will run from the date of enrollment through December 31, 2024. All allotted bookings must be used during this time. Memberships will not be prorated due to late enrollment and must be renewed year new year.

Additionally, all rules and regulations under the [Function Fact Sheet](#) are still applicable to all members.

Guarantees/Cancelations/ Refunds: The City cannot guarantee use of the space. Refunds will not be given to Members who are not able to use all their allotted bookings so please be careful to right-size your chosen membership tier. Regardless of tier, all members will also need to provide a \$250 fully refundable security deposit. Members who access the space outside of agreed upon hours will lose their membership and security deposit. As members of this program, access to the space will be provided without a City staff representative on site, however, members must designate one or two individuals who will have a one-hour training session with a City staff representative on how to properly open and close the building prior to their first use of space. At least one City approved and trained individual from each member group must be on site at all times of use. Members cannot begin using the space until training has been completed.

Questions: Contact Delia Faria at dfaria@salem.com or call (978) 619-5685.

***IMPORTANT NOTE:** *The City reserves the right to change, alter, limit, or revoke this policy or any elements thereof, at any time, without prior notice. We are trying out new ways to best serve our local creative community and are open to any feedback participants might have around this program's structure and efficacy.*