

The Loop Usage Guide

The Loop functions as a co-working, collaborative workspace available year-round to DARC members.

Requirements for booking the space

- Your booking application must include a clear programming plan for your event;
- Your booking application must be reviewed and approved by DARC staff;
- Any public programming in The Loop requires a partnership agreement;
- Your event must be free to the public or by donation (PWYC).

What is allowed in the space

- Film, video, and media art meetings that align with DARC's mandate;
- Co-working for partnership programming that aligns with DARC's mandate;
- Workshops (on a case-by-case basis) that align with DARC's mandate;
- Filming of media interviews (not for any kind of production).

What is not allowed in the space

- Events that are not approved by the DARC team;
- Events that do not align with DARC's Mandate;
- Events organized by non-members of DARC;
- Events that charge admission or prevent entry due to financial limitations;
- Events outside of the video and media art field;
- Events led by for-profit organizations.

Cleaning Spaces

All members are expected to clean up after themselves.

- Ensure that no garbage is left in the space;
- Rearrange the furniture to its original configuration after use;
- Ensure that all surfaces that were used are wiped down with a multi-purpose cleaner (including the conference table, coffee table, counters and any chairs as necessary);
- Ensure that all dishes that were used are cleaned and put back in their designated spaces;
- If any damage occurs in the area, members must inform DARC staff and may be subject to a cleaning/repair fee.

Disrespect towards our staff or workplace will result in a suspension.