

## Coordination & Community Usage Guidelines

The Rocky Community Room is intended to serve as a flexible, welcoming, and creative community space that supports workshops, meetings, arts programming, educational activities, performances, and collaborative community events.

Our goal is to keep the room active, respectful, accessible, and sustainable for everyone using the space.



### General Philosophy

The RCR is designed to function as a shared community creative space. We aim to encourage collaboration, communication, and positive community use while avoiding scheduling conflicts and last-minute disruptions whenever possible.

We understand that different groups may occasionally have unique space needs, and we will do our best to coordinate and accommodate requests whenever reasonably possible.

### Scheduling & Requests

- All room usage should be requested in advance whenever possible.
- Priority is generally given to previously scheduled programming and confirmed events.
- Temporary overflow or special-use requests may be accommodated depending on availability and scheduling impact.
- Groups with recurring or production-related needs are encouraged to communicate schedules as early as possible to help avoid conflicts.

A scheduling/request form will be available through the RCR webpage.

### Community Use

The RCR may be available for:

- Community meetings
- Workshops
- Rehearsals
- Creative sessions
- Small events
- Educational activities
- Collaborative arts programming
- Media or creative production activities

Depending on the type of event, a small usage fee and/or refundable cleanup deposit may apply to help support room upkeep and sustainability.

Some events may also include optional BUS hosting or facilitation support.

## **Shared Space Expectations**

Please help us keep the room welcoming and functional for everyone by:

Returning furniture and equipment to original positions when possible  
Removing personal items, props, costumes, and materials after use unless otherwise arranged  
Cleaning up trash and food items  
Respecting adjacent programming and building activity  
Coordinating any large setup needs in advance

## **Audio / Production Awareness**

Because the building may host multiple activities simultaneously, groups using amplified sound, music, filming, rehearsals, or recording activities should coordinate in advance whenever possible to help minimize conflicts with theater rehearsals, performances, meetings, or other scheduled events.

## **Collaboration & Community Growth**

The goal of the RCR is not simply room rental, but helping encourage a stronger creative and community culture within Rochester.

We welcome opportunities for:

- Cross-community collaboration
- Youth engagement
- Arts and creative exploration
- Educational programming
- Community partnerships
- Emerging media and creative technology experimentation

## **Looking Ahead**

As programming grows, BUS hopes to continue exploring new creative opportunities within the Municipal Building including:

- Projection and immersive environments
- Digital storytelling
- Hybrid performance
- Motion capture and virtual production exploration
- Community-based creative technology workshops

Our intention is to complement and support the broader arts and community ecosystem already active within the building and Rochester area.

For scheduling requests or questions, please visit the [RCR webpage](#) at [biguppaskystudios.com](http://biguppaskystudios.com) or contact B.U.S. directly.

Big Uppa Sky (BUS)  
Rochy Community Room  
866-Big-Uppa (866-244-8772)  
[info@biguppaskystudios.com](mailto:info@biguppaskystudios.com)  
biguppaskystudios.com