

Questionnaire/worksheet for thinking about space and facilities for artist-run centres

- 1. What kind of space does your organization currently occupy?**
(square footage and type: free-standing building, second floor space, trailer, etc.)
- 2. What are the terms of your access to it?**
(rent, lease, provided by an other organization, mortgage, etc.)
- 3. What is your security of tenure?**
(month-to-month, fixed term lease, renewable lease, own the building, etc.)
- 4. How much do you pay in total to occupy your space?**
(in dollars per square foot per year, including rent/mortgage, utilities, maintenance, insurance, etc.)
- 5. How far into the future are you able to predict the cost of occupying your space?**
(term of lease, known rent increases, etc.)
- 6. What proportion of your organization's budget does this cost represent?**
- 7. Are the cost, predictability and proportion of budget acceptable/sustainable or not?**
- 8. How does the cost compare to the going rate for similar space in your city/neighbourhood?**
- 9. How is the space used?**
(number of people, number of offices, exhibition spaces, production facilities, etc.)
- 10. How does the space relate to its environment and your constituencies/audiences?**
(well located, hard to get to, neighbourhood is changing, etc.)
- 11. Do you like your space and the terms of your access to it?**
- 12. What are its advantages?**
- 13. What are its disadvantages?**
- 14. Is there anything you would like to change about your space (or the terms of access to it)?**
- 15. Do you feel the space supports your organization, its mission and values?**
- 16. Does the organization have any discussions or processes underway about space or facilities?**
- 17. Are there any financial pressures or time constraints that affect your space and access to it?**
(end of lease, building for sale, grant deadlines, etc.)
- 18. Are there topics you feel you need more information about?**
(legal context, real estate market, financing, sources of funding, design, construction, etc.)
- 19. What resources or supports do you have access to?**