

OFFICE FAQ's

How can I view the offices?

Only spaces available for rent can be viewed by prior arrangement with RUA RED. You need to register with us first by filling out an application form and sending it to us along with an up to date CV and images of your work (if applicable). Once you have registered we will contact you with a list of what is available.

How do I know when a space becomes available?

We advertise available spaces on our website with details on how to apply. Alternatively you can register with us anytime and get notification of available spaces. If there is no space available when you register we will add your name to a waiting list and contact you when a space becomes available.

How do I register?

Fill out an application form, available to download on our website or email info@ruared.ie to have one sent to you. Alternatively phone reception on 01 4515860 to have one posted to you.

How long is the waiting list period?

Availability can be hard to predict and demand can be high. Offices are a mixture of small and large carpeted spaces, ranging in size from 20m² - 40m². Applications on the top of the waiting list will be reviewed first.

What are the criteria for being selected for an office?

We only lease office space to organisations and individuals whose main work practice is arts based. Offices are intended as administrative spaces for individuals, businesses and arts organisations. We use the application process to ensure only arts organisations and individuals working in the arts are selected. We also take into consideration the kind of work to take place in the office and take neighbouring artists/resident needs into account. Once a space becomes available the first application on the top of the waiting list will be reviewed.

How accessible are the offices?

The offices are fully accessible for both wheelchair users and visually impaired.

Can I pay in cash?

No, you need to have a current bank account as regular payments will only be accepted by standing order.

How secure are the offices?

The majority of the offices are accessed with a swipe card system, but a small number have a standard lock and key with swipe card accessed doors on the stairwell leading to the office. The security of the offices does rely on our occupants cooperation in ensuring doors are locked. We have a staffed reception desk during business hours and a security guard monitors access from 6pm – 10pm in the evenings.

What are the opening hours?

The building opens from 9am – 9.30pm, Monday – Friday and 10am – 6pm on Saturdays. We close on Sundays.

How long can I keep the office?

We cannot guarantee a period longer than our leases. These vary for each unit. We understand the needs for established organisations, start-up businesses and individuals can vary greatly. For this reason we're flexible with the licence periods of our office spaces depending on the resident. In general, we offer 1 year licences, with an option to renew for 3 and 5 year periods. Occupants of offices must submit a written proposal annually outlining the intended use of the space to ensure it's still being used for the purpose agreed in the original licence agreement.

What is the notice period?

Under our licence agreement you are required to give 1 month's written notice - starting from the 1st of the calendar month.

What is a licence fee, is it the same as rent?

We use licences rather than tenancies for our agreements with artists, individuals and organisations. Under a tenancy you pay rent, under a licence you pay a fee, in return for which we licence you to use the space, under the terms set out in the licence. This offers both you and us more flexibility.

What does the licence fee include?

The licence fee includes electricity and gas, a cleaning service (if required) and disposal of rubbish, free use of the multi-media suite facilities, a board room and reception facility.

The licence fee doesn't include telephone bills which are billed according to usage. Residents of RUA RED are not entitled to discounts on the hire of spaces for workshops and events etc. We offer the same rate for residents and third party hirers.

Do the offices have heating and plumbed water?

All of the spaces have heating with toilet facilities on each floor.

Does the licence fee cover insurance?

SDACC covers public liability insurance for visitors to the centre. Licence holders are responsible for their contents and public liability insurance within their office. If you employ assistants, volunteers or interns to assist in your studio you are responsible for your own employer's liability insurance, and we may ask for evidence of this cover.

Can I share the office?

We are happy for you to share your studio to help reduce costs. This must be done through SDACC by formal agreement – we do not permit adhoc sharing, even for short periods. All artists wishing to share must be registered with us, you can specify when applying for a studio if you wish to share the studio.

We can easily add another artist to a new licence agreement at a later date, so please contact RUA RED should your circumstances change and you wish to share.

Can I sublet the office?

We don't allow sub-letting of office or studio spaces. If you intend to take a break from your studio for an extended period we can try and help you arrange this, but as with sharing, it must be done formally through SDACC.