



# THE STUDIO

A Community Space by Only Today  
Welcome Packet | Space Agreement

# About Us

Only Today is an Emmy® award-winning film production and post house. Through human-centered storytelling we work collectively to amplify the voice and impact of those doing good in the world. Our team is made up of directors, producers, cinematographers, writers, and editors. Together, we use well told stories to spark curiosity, shift perspectives and inspire action. Learn more about us at [onlytoday.tv](https://onlytoday.tv).





## Land Acknowledgement:

Only Today acknowledges that we are guests on the traditional and unceded lands of the Multnomah, Wasco, Kathlamet, Cowlitz, Clackamas, Bands of Chinook, Tualatin Kalapuya, Molalla, and many other Indigenous peoples. We invite all our guests to join us in honoring the Indigenous peoples whose land you are on today. To learn more about land acknowledgments visit [usdac.us](http://usdac.us).



## Our Space

The Studio is situated in the Bakery Blocks in NE Portland. The studio is filled with warm light from large south-facing windows, contains hardwood floors, a kitchen equipped with refrigerator and sink, storage space, an open-floor plan with one large meeting room and two separate multi-use offices. We are located on the first floor and are fully accessible.

The space is minimally furnished with couches, plants, a large meeting table, chairs and includes a white wall for projector use. The kitchen is stocked with cups, plates, and silverware.

# THE STUDIO

## A Community Space by Only Today

Welcome to the Only Today Studio Space! We are delighted to share this space with our community. We acknowledge space is a vital community resource and that physical space to convene and create in is often limited with monetary barriers to access.

Only Today believes that we have a responsibility to support our community, whether through inclusive storytelling or space sharing. We hope by offering this space free of charge to local nonprofits for meetings, events, and community activities that it can alleviate some of the burden of finding affordable event spaces and allow them to focus on serving their community.

Below you will find information that will be helpful while you are utilizing the space.

### **Contacts:**

If you have questions, please do not hesitate to communicate with our team, we are here to assist you to make sure your time in the studio runs as smoothly as possible. We ask that you utilize the following contacts and do not reach out to the building landlord directly.

- Ella Marra-Ketelaar, ella@onlytoday.tv (main contact)
- Emergency Phone: Ray Tsang, 626-922-4800
- Ray Tsang, ray@onlytoday.tv
- Joyce Tsang, joyce@onlytoday.tv

### **Building Access:**

North & South Doors: Unlocked 6:30 AM -5:30 PM

Entrance information for unit #110 will be given to guests the day of their event. Guests are not permitted to share entry information with others.

note: there will be a \$100 fee for replacement of lost keys or key fobs

### **Bathroom:**

There are multiple bathrooms located throughout the building. The closest bathroom to unit #110 is located on the same floor and requires a code for use. Bathrooms are single-user and ADA accessible.

Bathroom Code: 4583

# THE STUDIO

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## **The Studio Amenities**

- 5,000 sq. feet of total studio space
- 1st floor ADA accessible unit
- 2 private offices
- 1 private conference room (fits up to 12)
- Couches and working desks
- High Speed Fiber Internet (300Mbps up & down)
- Color Printer
- Foldout tables and chairs for larger groups

## **Kitchen Supplies**

- Fridge
- Microwave
- Dish washer
- Sink & Faucet
- All-in-one coffee grinder and maker
- Tableware (plates, utensils, glasses)

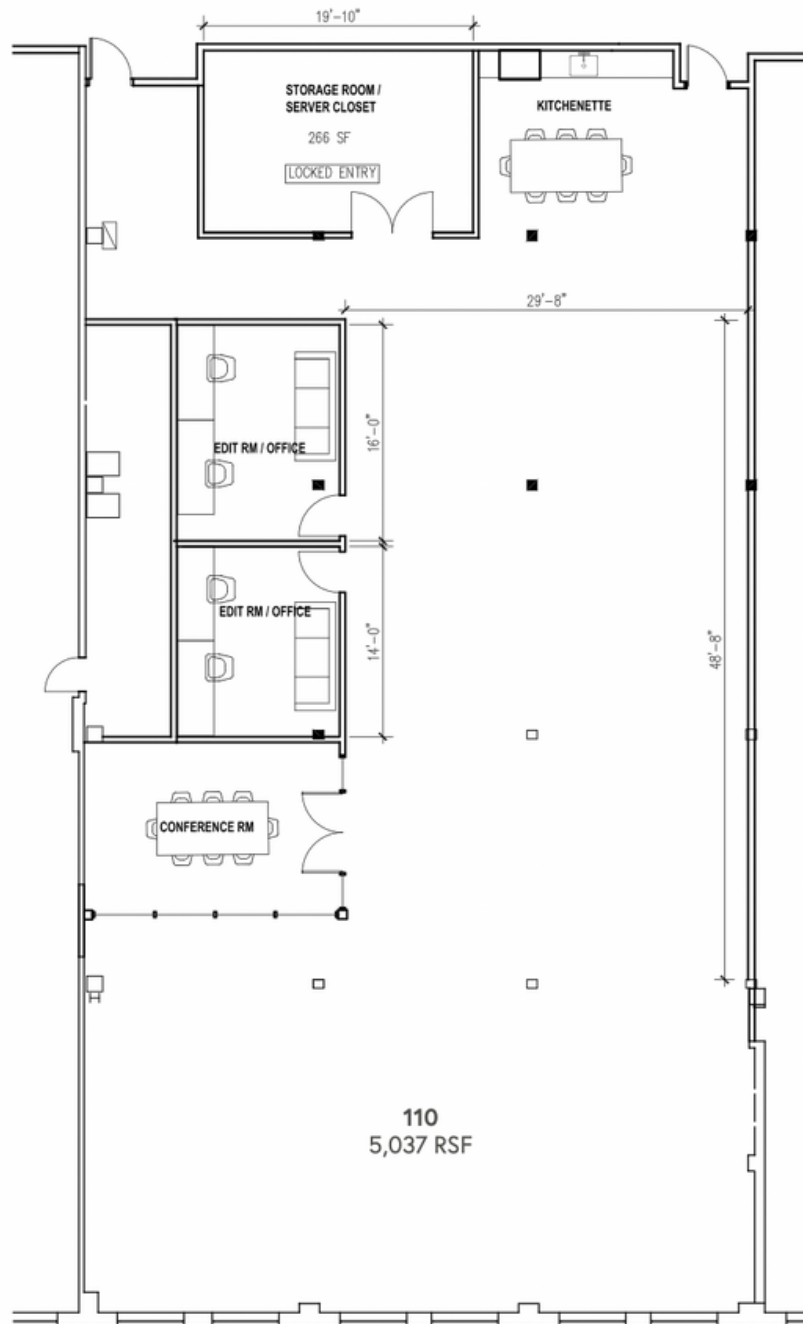
## **Building Facilities**

- Multiple private restrooms
- Multiple private phone booths
- An additional bookable conference room
- Loading zones
- A/V rentals from Picture This Productions located in the same building



# THE STUDIO

A Community Space by Only Today



THIS DRAWING IS NOT TO SCALE AND IS FOR ILLUSTRATIVE PURPOSES ONLY.  
FURNITURE NOT INCLUDED.



# BOOKING THE STUDIO

The Studio: A Community Space by Only Today

**If it is your first time utilizing the Only Today Studio, please reach out to Ella Marra-Ketelaar at [ella@onlytoday.tv](mailto:ella@onlytoday.tv) to inquire about next steps.**

## **How to Book:**

- To book The Studio [click here](#) and add The Studio schedule to your personal Google Calendar.
- Create an event on your Calendar and invite “The Studio” as one of your guests, include set-up and cleaning time in your booking.
- In the event description, please add a name, contact information, and a short descriptor on how you are using the space.
- Optional: You may also add “The Studio” as one of your guests to an existing calendar item to book the space.

## **Guidelines when Booking:**

- When possible, bookings should be made 24-hours in advance, likewise if cancellation is necessary please give 24-hours notice.
- For consecutive multi-day events, please ensure there are no other reservations already on the calendar. If there is, your entire event will be canceled.
- Multiple bookings without use of The Studio will be considered an abuse of the space and your access privileges may be revoked after 2 warnings.



# HOUSE RULES

## The Studio: A Community Space by Only Today

1. In respect of our fellow neighbors and tenants, any event that will involve loud music or project audio from a speaker system must be cleared ahead of time by Only Today. In general, loud events can safely be held between Monday through Friday from 5-10pm, and all day Saturday and Sunday.
2. Maximum occupancy of the space is 75 people.
3. Always lock The Studio at the end of the day and when there is no one present in the space.
4. Please turn off all lights and A/C units at the end of the day. Failure to do so may result in loss of booking privileges after 2 warnings.
5. At the conclusion of your event, remove all trash, food, and beverages that you bring into the space. Trash / Recycling is located in the garage. Please break down all boxes.
6. Commonly used items may be kept in the back storage area. Only Today is not responsible for any lost or stolen items.
7. Smoking, fog and/or smoke machines are strictly prohibited indoors. Please no candles.
8. Please no animals, except service animals, without prior clearance.
9. Any significant damages to the building, suite, furniture, or excess trash left behind will incur a cleaning fee or repair cost and will be billed back to you or your organization. You will not be able to book the space until this cost is paid for.

# ADDITIONAL PHOTOS

The Studio: A Community Space by Only Today



clockwise from top left: community space (angle 1), desk with 6 chairs, conference room, seating area, closed door office, community space (angle 2)

# ADDITIONAL PHOTOS

The Studio: A Community Space by Only Today



clockwise from top left: community space (angle 3), kitchen area, flex space with blank wall for projector/presentations, seating area (closeup)

# STUDIO AGREEMENT

## The Studio: A Community Space by Only Today

This Location Contract is entered into on \_\_\_\_\_ (date), by and between  
\_\_\_\_\_ (the Guest) and Only Today (the Owner).

### **Term / Schedule**

During the agreed upon time the Guest shall have access to The Studio as is reasonably necessary. The Owner will provide access to The Studio by the Rental start time and the Guest will clear the Studio of personnel, belongings, and equipment by the end time.

### **Usage Policy / Facility Access:**

Only Today grants the Guest permission to use the following property: Unit #110 at 2222 NE Oregon St. Portland, OR (the Studio), including all interior areas, power outlets, refrigerator, utilities. We ask that you respect this collective space and leave it in the same or better condition than you found it.

### **Property**

Only today represents and warrants that they are authorized to grant Guest the permission and rights granted in this agreement, and that no one else's permission is required. The Guest acknowledges and agrees that Only Today shall retain all ownership rights to the property.

### **Insurance Requirements:**

A Certificate of Insurance with a minimum of \$1M in General Liability and Property coverage is required. The COI should be made out to: Bakery Blocks LLC and Tsang, Inc. DBA Only Today 2222 NE Oregon St., Portland, OR 97232. Please forward your COI to [ella@onlytoday.tv](mailto:ella@onlytoday.tv).

### **Parking**

Street parking is available in the nearby neighborhood. Vehicles loading in or out of the building are permitted to utilize the Loading Zones while doing so. There is no parking permitted in the Loading Zones.

### **Security**

Please note that the building has active security cameras in common areas and exterior doors. Hosts are responsible for damage and theft caused by their guests and vendors entering the premises.

# STUDIO AGREEMENT

The Studio: A Community Space by Only Today

## **Modification and Condition of Property**

Guest agrees to seek permission in writing from Only Today before making any modifications or alterations to the Studio, fixtures or furnishings. Guest shall return the Studio to the Owner in the same layout and condition it was in before access was granted. All Guest's personal belongings, equipment and trash/ recycling must be removed from the Studio by the agreed Rental end time.

## **Damages or Repairs**

Guests are responsible for any and all loss or damage to the Studio or its contents resulting from Guest's exercise of rights under this contract. Guest agrees to reimburse the Owner for the value as determined by the Owner upon assessment of damage and/or repair costs required. Owner has 48 hrs after the Rental ends to notify the Guest of these costs.

## **Indemnification**

Guest hereby indemnify and hold the Owner harmless from and against any and all liabilities, damages and claims of third parties arising from Guest's use of the Studio and from any physical damage to the Studio proximately caused by the Guest, or any of its employees, representatives or agents.

## **Dispute Resolution**

This Contract shall be governed and construed in accordance with the laws of the State of Oregon. Any dispute, controversy or claim arising out of or in relation to this Agreement or the validity, construction or performance or the breach thereof, shall be resolved in and adjudicated in the Courts of the State of Oregon.

## **Entire Agreement**

This contract contains the entire understanding of the parties relating to the subject matter hereof and incorporates all previous discussions and understandings between the parties. Any modification or waiver of any of the provisions of this agreement must be in writing and signed by both the parties.

**ACKNOWLEDGED AND AGREED BY:**

**GUEST'S SIGNATURE** \_\_\_\_\_

**PRINT NAME / DATE** \_\_\_\_\_



## Questions?

If you have any questions about the above please get in touch:



[ella@onlytoday.tv](mailto:ella@onlytoday.tv)