



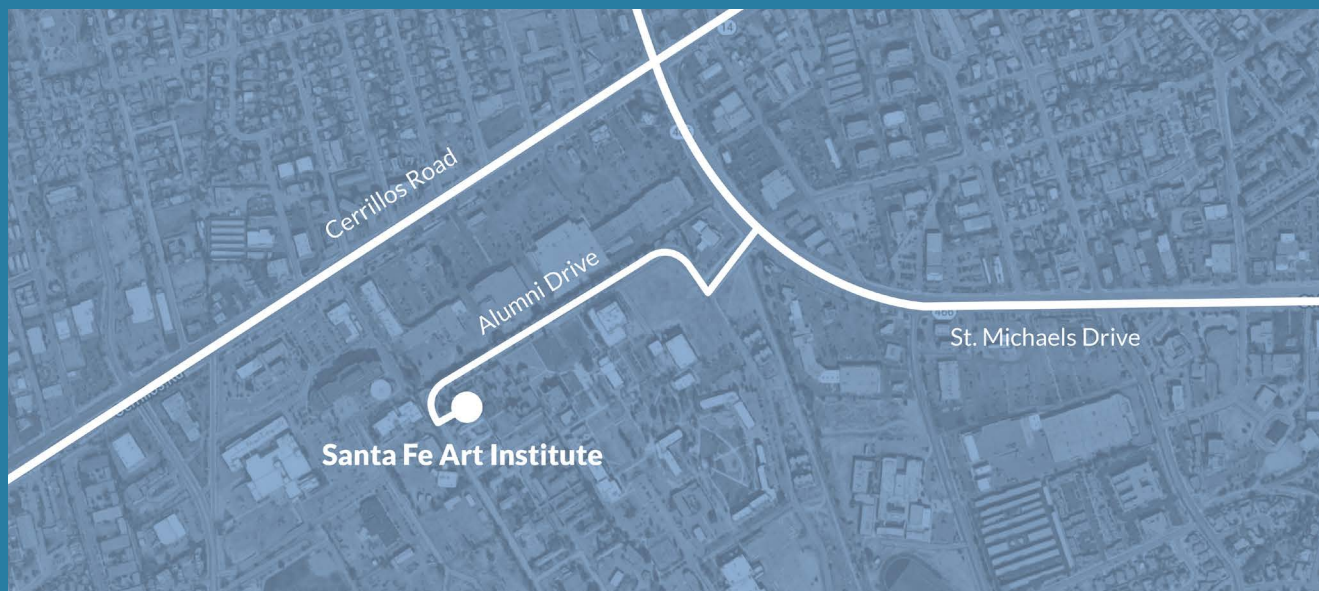
At Santa Fe Art Institute (SFAI), we cultivate creative leadership and invest in community, culture, and place to re-imagine a more equitable world.

SFAI facilitates our mission through bringing together artists and creative practitioners from all over the world to investigate a common annual theme; investing in emerging artists of color through a new fellowship program; and offering monthly public programs and workshops that celebrate local innovators and activists.

Located on the Midtown Campus, SFAI's distinctive, award-winning facility is nearly 17,000 sq ft complex designed by renowned Mexican architect Ricardo Legorreta.

We offer versatile rental spaces including our gallery, lobby, library and courtyard, which are suitable for any event—such as meetings, photoshoots, weddings, exhibitions, and banquets. Additionally, during our non-residency months, our living quarters and semi-private work studios open up to other event possibilities—such as corporate retreats, conferences and symposiums.

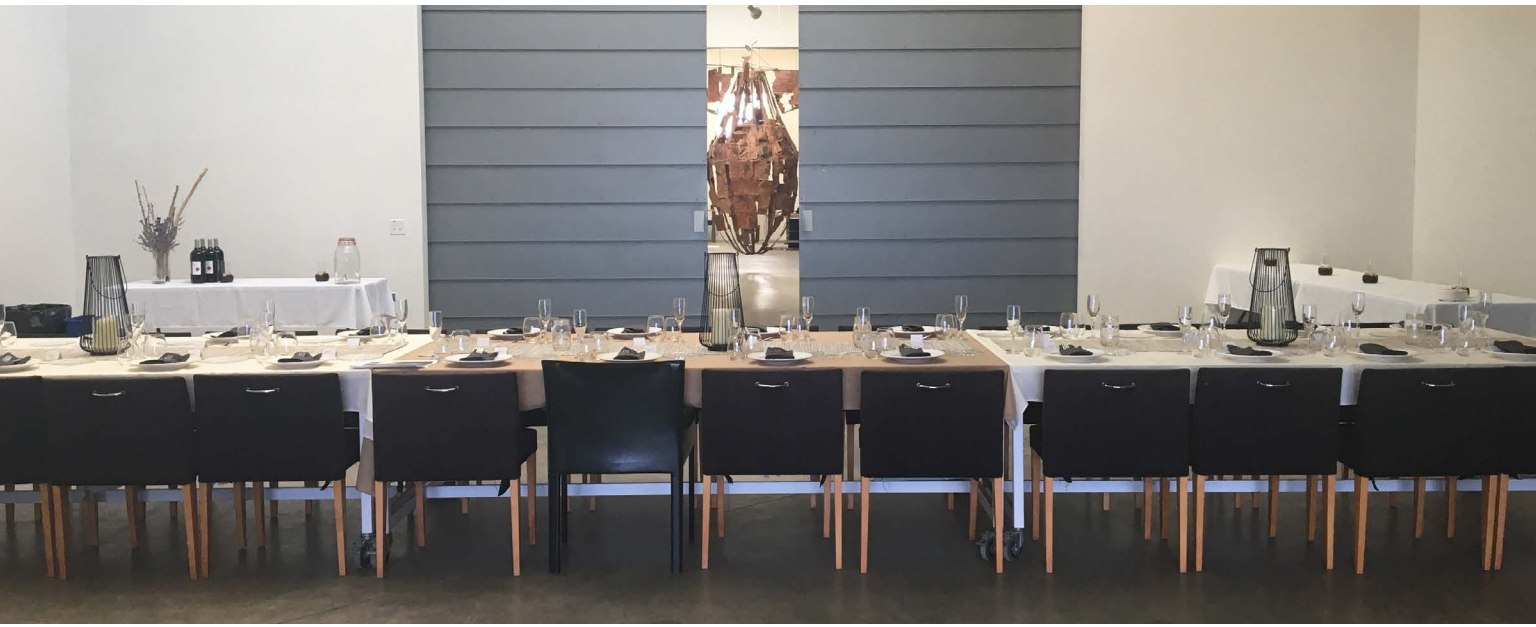
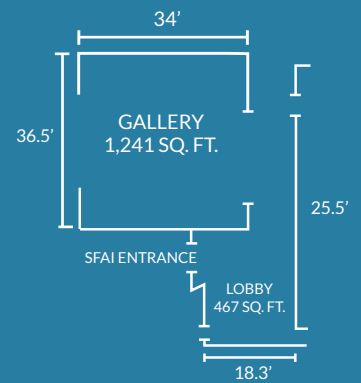
By booking an event with SFAI, you are not only supporting our mission to realize a more equitable world, you are supporting our tuition-free residencies, artist's essential needs, and our annual programming.



GALLERY & LOBBY

Capacity: 150 theater seating / 60 seated dinner / 200 standing reception

The SFAI gallery and lobby function as our main event space that can accommodate large gatherings. The space is ideal for meetings, presentations, receptions, seated dinners, and performances.



COURTYARD

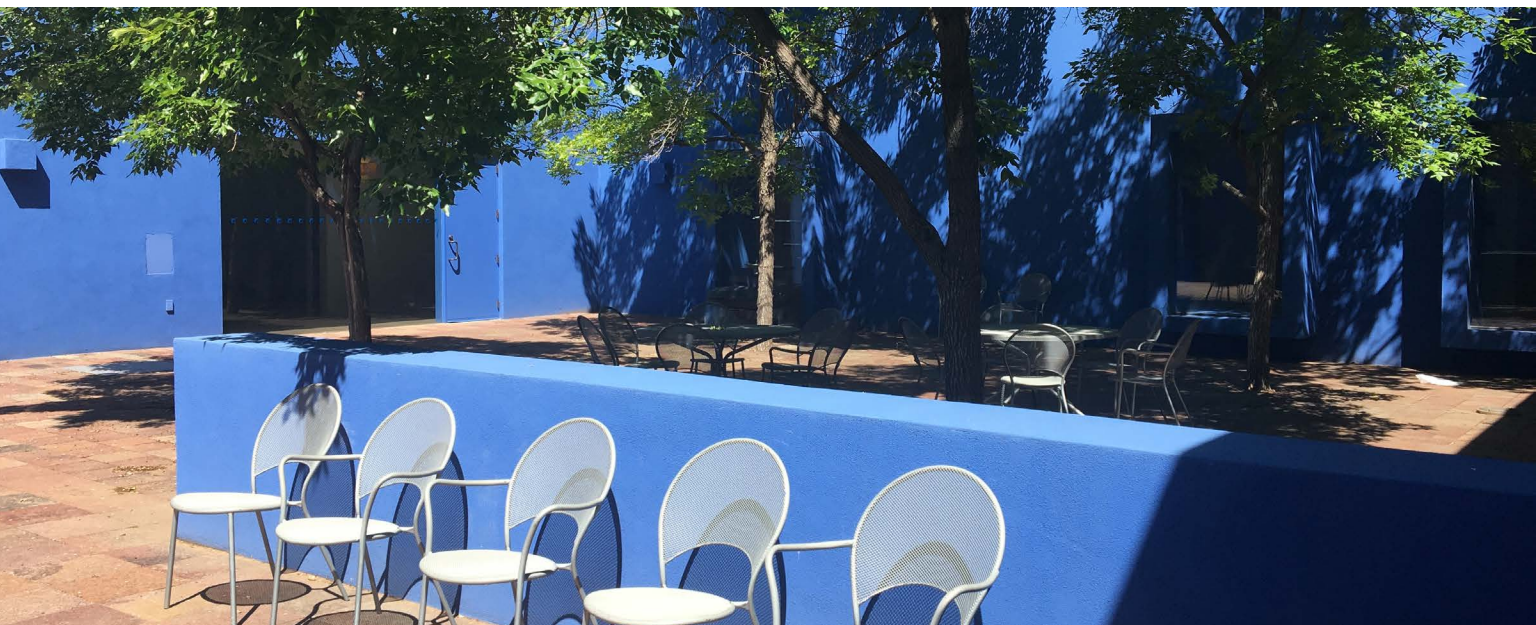
Capacity: 200 standing cocktail / 100 seated dinner

SFAI's open courtyard has hosted cocktail receptions, community parties, and performances. This is great space in the warmer months for a formal or casual gathering.

53.5'

COURTYARD
2,584 SQ. FT.

48.3'



LIBRARY

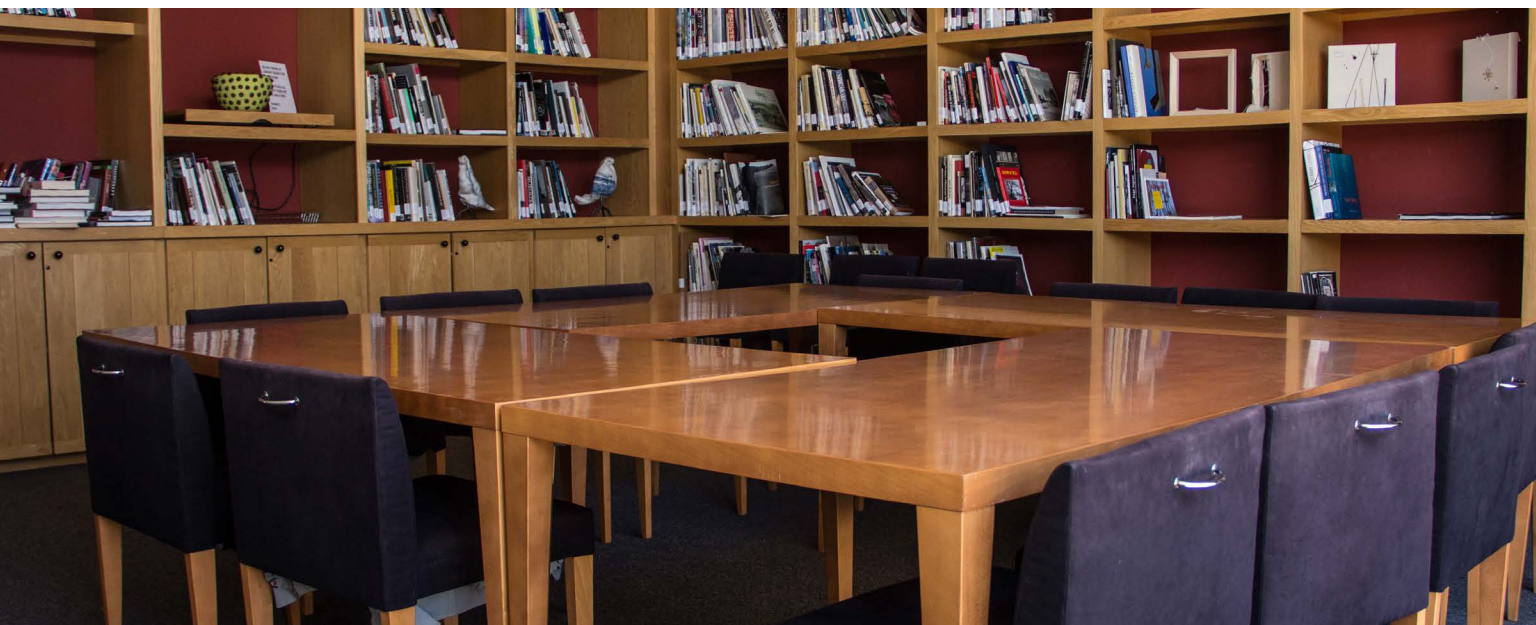
Capacity: 25 seated / 35 standing room

SFAI library is popular for groups looking at spaces for a meeting, workshop, or classroom setting. The space is light controlled making it ideal for an A/V presentation.

22.4'

SFAI LIBRARY
448 SQ. FT.

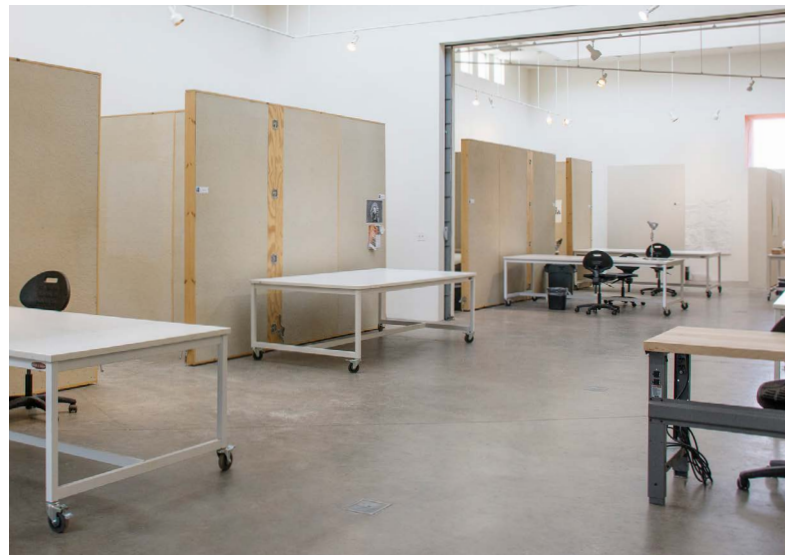
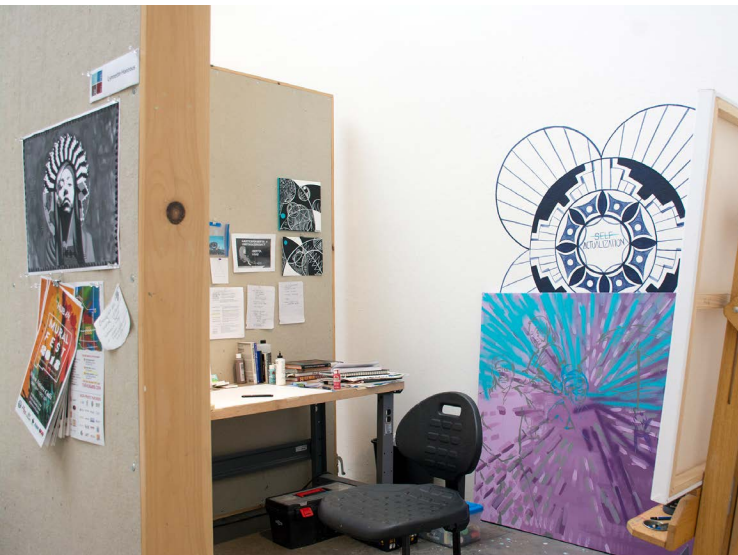
20'



RETREATS / CONFERENCES / SYMPOSIUMS

Need more space?

During our non-residency months of April, August, and December, we rent our residential living areas which include 12 private living quarters, 12 semi-private work studios, and a fully-equipped kitchen and dining room. These accommodations and communal spaces, along with our gallery and artist studios, are perfect for your next retreat!



Book your event today by submitting this [event form](#) on our Facilities & Space Rental web page.

We will follow up with you regarding availability and we will work you to prepare a custom quote. By booking your event at SFAI, you directly support our programming, artists and changemakers!

sfai.org / 505.424.5050

WHAT WE PROVIDE

The following SFAI equipment is available and included in the rental fee:

- HD Projector, projection screen, HDMI or VGA cords
- Up to 100 chairs
- Up to 11 tables
- Up to 2 microphones with stands
- Sound system with audio mixer
- Sink and refrigerator for prep
- Up to 4 two-sided whiteboards and erasers
- Access to loading dock
- Trash and recycling bins for disposables

Library rentals are available on weekdays only, between the hours of 9am-5pm.

The following SFAI equipment is available and included in the rental fee:

- A minimum of 12 chairs / maximum of 24
- 4 conference tables that can be reconfigured for specific needs
- HD Projector, HDMI or VGA cords, projection wall
- Up to 4 two-sided whiteboards and erasers
- Trash and recycling bins for disposables

WHAT WE REQUIRE

Agreement & Deposit

SFAI requires a signed rental agreement and a \$200 deposit at least sixty (60) days prior to event start date. SFAI reserves the right to require proof of liability and property insurance endorsed for the benefit of SFAI.

Payment

Rental fee must be paid in full at least fifteen (15) days prior to event start date. Priority is given to events that align with our mission and current institutional theme — Truth & Reconciliation.

Alcoholic Beverages

Per New Mexico State law, all private events providing alcoholic beverages to attendees must include a guest list and check-in process, and the private event cannot be advertised publicly. Alcoholic beverages at publicly-advertised events can only be served by persons possessing proper valid permits and licenses. SFAI requires submission of proof of such documentation at least fifteen (15) days prior to the event start date.

Staff Support

Staff support beyond standard setup and breakdown, or requiring staff presence during the event, is not included in the fee. Additional staff support can be arranged at \$50 per hour. All support services must be requested upon scheduling your event. SFAI may not be able to accommodate last minute support requests.

Accessibility

SFAI's facilities meets all ADA requirements. Because SFAI is one level without stairs or barriers, there is complete accessibility to all parking, event spaces and the main office.