



OPEN CALL: Sub-Permit Opportunity at The Square PHX

Location: Heritage & Science Park, Downtown Phoenix, Arizona

Administered by: The Square PHX (Heritage Square Foundation)

Application Deadline: November 24, 2025

Notification of Selection: December 1, 2025

Estimated Agreement Start Date: January 1, 2026

About The Square PHX

The Square PHX is a cornerstone of downtown Phoenix where history, culture, and community intersect. Our mission is to cultivate meaningful connections rooted in Phoenix history and community to inspire personal growth through shared memorable experiences.

We envision The Square as a place where everyone feels a deep sense of belonging, as a vibrant cultural hub that embraces individuality and champions understanding through innovative programs, collaborative partnerships, and dynamic stewardship of our historic site.

Commitment to Equity and Access

The Square PHX is committed to equitable access to space and opportunity. We strongly encourage applications from BIPOC-led, LGBTQIA+-led, disability-inclusive, and women-led organizations and entrepreneurs, as well as groups representing communities historically excluded from downtown Phoenix's cultural and economic development.

We welcome applicants at all experience levels and will provide optional guidance for those less familiar with proposal processes.

About the Site

Located in downtown Phoenix, The Square PHX is a living representation of the city's past, and a bridge between the 19th century and today's thriving urban core. The Square includes the Rosson House Museum, the Visitor Center and Museum Store, and several local restaurants that together create an atmosphere of creativity, history, and community gathering.

Opportunity Overview

The Square PHX invites proposals from community-minded organizations, artists, cultural groups, and mission-aligned businesses to activate one of our historic buildings through a sub-permit use agreement.

This opportunity offers selected partners the chance to bring new energy and shape the next chapter of The Square PHX by creating experiences that connect people to Phoenix's past, reflect its diverse present, and help shape a kind and equitable future.

The space available for sub-permit use is:

- **Building Name:** Haustgen House
 - **Size:** 986 sq ft
 - **Type of space:** Retail, Office
 - **Rent:** \$2,000/month with 3% annual increase
 - **Historic designation:** Located within historic Heritage & Science Park
 - All operating costs are to be paid by the Tenant, including but not limited to: Electricity, water, cable, phone, internet, gas (if applicable), advertising, landscaping costs in immediate area, alarm company, and all insurance.
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Eligibility

Applicants may include:

- Nonprofit organizations
- Small businesses

- Community collectives or individual creatives
- Educational or cultural groups

Priority will be given to applicants that:

- Advance cultural understanding, creativity, or community engagement.
- Reflect the diversity of Phoenix and support equitable access to the arts, culture, or local history.
- Propose uses that complement or enhance The Square PHX mission and public programming.
- Demonstrate feasibility and capacity to maintain operations responsibly in a historic setting.

Selection Priorities

The following will be considered during the evaluation process:

Criteria	Description
Mission Alignment	How well the proposal supports The Square PHX's mission, values, and vision for inclusivity.
Community Impact	Demonstrated benefit to the Phoenix community, with emphasis on access, education, and equity.
Historic Sensitivity	Appropriate use of the historic structure and respect for preservation standards.
Feasibility & Sustainability	Realistic operational plan, financial stability, and proposed term.
Innovation & Collaboration	Opportunities for partnership with The Square PHX, our tenants, and/or our community programs.

Application Requirements

Applicants must submit the following materials:

1. **Cover Letter** (1 page) introducing your organization or project and summarizing your proposal.
2. **The Haustgen House Lease Application**
3. A comprehensive **Business Plan**, including:
 - Proof of your legal business structure, with your nonprofit status or business registration.
 - Your intended use of the space, and how your use aligns with The Square PHX's mission and values.
 - Your plan for community engagement and public access.
 - A description of your target audience.
 - An Equity and Inclusion Statement, outlining how your use promotes access and participation from underrepresented communities.
 - Proposed hours of operation, staffing, and program and/or product offerings (with examples and images).
 - A list of links to your website and all your social media accounts for your business including podcasts, blogs and vlogs.
 - Financial information, including:
 - Financial Statements and Tax Returns for the last two years.
 - Current bank statements for all banks with whom you do business.
 - Cash flow statements and projections for at least the next two years.
 - A current year-to-date P&L.

Terms of Agreement

- **Term Length:** 5 years with option for renewal
- **Fee / Rent:** \$2,000 per month, with 3% annual increase

- **Insurance:** General liability coverage required; details provided upon selection.
 - **Compliance:** Tenants must comply with all historic preservation guidelines, ADA accessibility, City of Phoenix zoning/use codes, and The Square PHX site policies.
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Timeline

- **Lease Opportunity Opened:** September 1, 2025
 - **Application Deadline:** November 24, 2025
 - **Notification of Selection:** December 1, 2025
 - **Estimated Agreement Start Date:** January 1, 2026
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How to Apply

Submit via email all materials in PDF form to:

director@thesquarephx.org

Subject line: *Open Call – Haustgen House*

Questions may be directed to:

Ashley Davis, Executive Director

(602) 699-5994

director@thesquarephx.org

Applications must be received by **November 24, 2025**.