



About Loft Classes

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Founded in 1974 and incorporated on August 22, 1975, the Loft started in the loft space above Marly Rusoff's bookstore. We started as a grassroots gathering space for poets and writers to share their work and improve their craft. Over the years, we have grown to become one of the nation's leading independent literary centers.

Throughout the year, the Loft offers hundreds of online and in-person classes in standard genres such as poetry, fiction, and creative nonfiction, as well as offerings in creative process, children's literature, young adult literature, playwriting, screenwriting, publishing and career, graphic storytelling, blogging, food and travel writing, as well as genre specific classes such as mystery, thriller, sci-fi, fantasy, horror, romance, crime, war, video game narratives, and historical.

Whether you write novels or sestinas, memoir or 'zines, movies or blogs, you'll find it at the Loft.

Mission and Vision

The Loft advances the power of writers and readers to craft and share stories, to create and celebrate connections, and to build just, life-sustaining communities. We envision a world where the power of the word liberates minds, deepens relationships, and inspires movements for people and planet. As an antiracist organization, the Loft develops literary experiences for writers, readers, and storytellers because racism dehumanizes people, and poetry and stories deepen our connection to our shared humanity. Recognizing the relationship between race, power, and resources, we prioritize the engagement of BIPOC/marginalized communities and work for the equitable distribution of our power and resources.



Loft Class Levels

All classes at the Loft are categorized into one of five levels.

Basics | “Basics” classes are designed to provide a safe environment to explore creative writing. Classes will generally cover more than one genre to let students sample, and most students will have never taken a creative writing class before.

Beginning | “Beginning” classes are for writers with little or no experience in writing classes, but who know they want to expand their knowledge of craft, usually in a specific genre.

Intermediate | Writers with some experience in genre specific instruction who seek to deepen their understanding and hone their craft should consider “Intermediate” classes. Students in these classes are familiar with craft terms such as plot, point of view, rhythm, and alliteration. These classes may introduce the workshop model, though class time will not exclusively focus on student work.

Advanced | Writers with significant experience who seek assistance and feedback with revision should consider “Advanced” classes. Classes will often feature a workshop component where student work will be shared and critiqued. Advanced level students should already be comfortable with the workshop model and have a working draft before signing up.

Open to All Levels | “Open to All Levels” classes are a good fit for a writer at any level. They are often focused on topics other than craft.

Class Rates and Access Funds

Class Rates

The Loft's class fees do not fully cover the cost of our classes. However, through donor support and other contributions we are able to offer a low income price, for most of our classes. Please respect the guidelines when you select your price. With few exceptions, each class will have a

- Regular Price



- Loft Friend Price
- Pay-as-You-Can Fee

Friend Discounts

Loft friends who have contributed at least \$60 in the past year or sustaining friends who contribute at least \$5 a month are eligible for the Loft Friend Price. If you are not sure if you are a current friend, please call 612-215-2575. Members of the St. Paul Jewish Community Center may take advantage of the Loft friend rate for classes that take place at the Jewish Community Center (JCC).

If you are not currently a friend, consider joining today to enjoy all the benefits of the Loft community. To learn more, visit our [Join & Support](#) page.

Class Access Funds

The Loft offsets the costs of many of our writing classes and conferences through our Access Funds Pool. Access Fund recipients pay a small registration fee. The Loft funds these scholarships through donor support and other contributions in order to make our classes accessible to as many people as possible.

Families or individuals able to prove enrollment in a public assistance program are eligible to apply for youth or adult Access Funds. Both adult and youth applicants may submit one-time applications via our online form (see [loft.org](#) for details) to access available Loft Access Funds seats throughout the year. Families may submit the same application for both adults and youth in the same household. Approved applicants then receive email invitations to enroll in select Loft classes using a promo code (about 1–2 weeks prior to a class starting). A Loft scholarship provides a 95% reduction in tuition for a class. The scholarship recipient pays the remaining 5% cost, which will vary depending on the regular price of the class.

Note: registering for these slots requires regular access to the Internet and a valid email address and these seats are often taken quickly on a first-come, first-serve basis.



Payments

Three easy ways to sign up!

Online—Browse our full listing of available adult, youth, and online classes.

Filter classes or search by title or teaching artist in the search box. Have your credit or debit card or echeck ready (Visa, MasterCard, Discover, American Express) when you click register and follow the on-screen instructions.

In Person—Drop by Open Book during regular Loft office hours (9 a.m. to 5 p.m., Tuesday through Friday). Education staff can help you choose the best class for you. Appointments are also available. Pay with your credit or debit card (Visa, MasterCard, Discover, American Express), a personal check, or cash.

By Phone—Call our Education office at 612-379-8999 during office hours (9 a.m. to 5 p.m., Tuesday through Friday). Have your credit or debit card ready (Visa, MasterCard, Discover, American Express).

Loft Tax ID Number for Reporting Purposes

For those who need the Loft's tax ID number for your own or dependent childcare reporting purposes, it is 41-1297735. The Loft does not dispense tax advice, nor does it guarantee the IRS will grant deductions for expenses related to taking Loft classes. All tax situations are different; students should contact their tax preparer or the IRS for information on whether or not they can legitimately use a Loft class expense as a tax deduction.

Payment Methods

No installment payments. Space cannot be held before receiving full payment. A \$20 fee is assessed for bad checks. If an agency, business, or other organization is paying student fees, payment is due at the time of registration. Purchase orders or intent to pay are not accepted. We do accept checks, money orders, cash, Visa, MasterCard, American Express, and Discover.



Class Policies

Refunds

A nonrefundable fee of 15% is included in each registration*. We cannot refund students for missed classes. In the rare instance that a teaching artist determines he or she cannot meet the needs of a student, the student's prorated tuition will be reimbursed.

Refunds are limited to 85% of the class or conference price and are only available within designated timeframes. All cancellations, refunds, and transfers must be requested by these relative dates:

- Up to one day before the start of a single/double session class;
- Before the second class meeting of a multi-week class;
- Before the second week of an online class;
- By designated deadline before a ticketed conference or festival.

Refunds or transfers of any kind cannot be made after the above dates have passed. The Loft also cannot provide refunds for missed classes or events.

Please refer to the information in the Year-Long Writing Project section for the details about cancellations and refunds for that program.

**The 15% administrative fee helps offset administrative and processing costs as well as lost revenue for a place in the class or event that wasn't left available to other students or audience members.*

Cancellations

Low Enrollment Cancellation

PLEASE NOTE: It is best to register early to help our teaching artists prepare and ensure the class does not get cancelled. We evaluate registration numbers between 7 and 3 days before a class starts to decide whether to run it. Classes that do not meet a minimum enrollment may be canceled a minimum of 3 business days prior to the first class meeting with 100% refunds for all registrants.

Bad Weather Cancellations

Cancellations for weather are extremely rare. The Loft follows the lead of the University of Minnesota, Twin Cities campus; if classes are canceled there, consider them canceled at the Loft. Call 612-379-8999 to check on your class or check the Loft website home page. An announcement on the Loft home page will confirm



cancellations by 3 p.m. weekdays, 8:30 a.m. Saturdays and 10 a.m. Sundays.

In-Person Events

For in-person events (one-time ticketed admissions): advanced tickets guarantee a general admission seat and help cover the Loft's costs to host the event. Advanced tickets are non-refundable.

Youth Classes and Childcare

Childcare is not a part of the programming the Loft is able to offer;

consequently, Loft staff and teaching artists do not provide childcare for students before or after classes. Please do not drop young children off more than five minutes before the start of a class, and make sure to pick up children promptly at class end. Please keep in mind that Open Book is a public building in a busy downtown area; generally older teens are fine—and welcome—to hang out on their own in the building if they sign up for multiple classes. Open Book is home to many different businesses, including a lovely book arts gallery and coffee shop on the first floor.

Code of Conduct

The Loft is committed to providing a harassment-free space for all students, conference attendees, staff members, volunteers, and program participants regardless of gender identity and expression, sexual orientation, physical ability, appearance, race, ethnicity, age, religion, class, or identity. We expect participants to treat each other with respect in all interactions.

Harassment could include:

- deliberate intimidation
- repeated disruption of classes, lectures, or discussions
- unwelcome physical contact
- unwelcome sexual attention
- verbal comments or displayed images that harmfully reinforce structures of oppression
- written contact, such as sexually suggestive or obscene letters, notes, invitations
- verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions
- visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures



- Continuing to express sexual or social interest after being informed directly that the interest is unwelcome
- Using sexual behavior to control, influence or affect the career, salary or work environment of another

Harassment does not include respectful disagreement or critique in good faith. Reading and writing, by their nature, include exposure to controversial, challenging, and sometimes offensive language.

Anyone asked to stop harassing behavior is expected to comply immediately. Those violating these expectations may be expelled at the discretion of Loft staff.

If you are experiencing harassing behavior, report it to a staff member or teaching artist as soon as possible. All incidents will be brought to the Loft's executive director. She will follow the Loft's harassment protocol which may include removing an offender from a program without a refund, reimbursement, or pay.

Loft Harassment Protocol

All complaints of sexual harassment and retaliation for reporting or participating in an investigation will be directed to the executive director either in writing or by requesting an individual interview. If the executive director is the subject of the complaint, the Chair of the Board of Directors must be notified. All complaints shall be handled as confidentially as possible. The complaints will be promptly reviewed and resolved.

When the ED receives a complaint she will take the following steps.

1. Interview people involved as well as any witnesses
2. Ask any employee/volunteer/program participant found to have violated this policy to immediately stop the offending behavior
3. Respect issues of confidentiality and due process
4. Follow appropriate disciplinary action including warnings, reprimands, suspension, discharge, removal from event without refund, reimbursement, or pay according to the findings of the complaint research
5. Involve the police when necessary or requested
6. If sexual harassment has occurred, hold the harasser legally liable for their actions under state or federal anti-discrimination laws or in separate legal actions



Any program participant/staff/volunteer/contractor bringing a sexual harassment complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment, or discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly investigated.

Other Details

Student Acceptance

The Loft reserves the right to refuse a registration for any reason.

What to Bring

Unless otherwise noted in the class description, all you need is pen and paper. If you are bringing a computer, please be aware that there are limited electrical outlets in our classrooms and prepare accordingly. Some teaching artists may collect a small copy fee on the first day of class. Bring a sweater as some classrooms may be chilly.

Class Size

Most classes are limited to 17 students; 1- and 2-day classes may have up to 30 participants.

Accessibility

The Loft is committed to creating an accessible learning space where everyone is fully able to participate. If you have a disability and need accessibility accommodation, please make a request [here](#) via our website and learn more about [accessibility at the Loft](#). Open Book is equipped with ramps and elevators for easy wheelchair access. Assistive listening technology is available in all classrooms.

Directions

The Loft is located in the Open Book literary arts center on Washington Ave between 10th Ave S and 11th Ave S. We are near the West Bank of the University of Minnesota and the Guthrie Theater.

- From the north: Exit I-35 W at Washington Ave. Turn right (west) and drive 2 1/2 blocks to the Loft at 1011 Washington Avenue South.
- From the south: Exit I-35 W at the U of M West Bank exit. Turn left on Washington Ave across the freeway. Continue 2 and ½ blocks to the Loft at 1011 Washington Ave S.
- From Saint Paul: Exit I-94 W at the 5th St exit. Turn right on Park Ave to Washington Ave. Turn right on Washington Ave and continue to the Loft at 1011 Washington Ave S.



- From the northwest: Exit I-94 E at the 4th St exit. Turn left and follow any north/south street to Washington Ave. Turn right onto Washington Ave and continue to the Loft at 1011 Washington Ave S.

Bus or Train

- Metro Transit has several routes that connect to the bus stop immediately across from Open Book at the corner of 10th Ave S and Washington Ave S.
- The Downtown East/Metrodome light rail station is 3 blocks from Open Book on the Chicago Ave side of the Metrodome. From there, walk north on Chicago Ave toward the river, then turn right on Washington Ave to Open Book.
- For routes, connections, and schedules call 612-373-3333 or visit www.metrotransit.org.

Parking

Handicapped parking is available in the marked spots in the lot behind Open Book. You may park for free, (first come, first served) in the Open Book lot on the east side of the building. Other options include:

- Meters along 10th, 11th, and Washington Avenues and 3rd Street South. Cost: depends on which meter you park at. Plan on using a credit card to pay.
- The Valspar parking lot (located between 10th and 11th Avenues just south of 3rd Street) is available after 3 p.m. (unless there is a stadium event). The cost to park is \$3 and must be paid through the [PaybyPhone](#) App.
- The Riverfront Municipal Ramp: 212 9th Avenue South (across from the Guthrie Theater) and the Mill Quarter Ramp: 711 2nd Street South (across from Spoonriver Restaurant). Rates: \$2 for the first hour and \$6 for second and subsequent hours.

There are many sporting and special events throughout the year that contribute to difficulties parking downtown. Please plan ahead for your visit to the Loft at Open Book.