

Dear Artist:

So great to meet you!!!

Attached please find the Letter of Intent, the application, the emergency contact form, and perhaps your program agreement (if we are not waiting to finalize your move-in date.)

At our facilities you enjoy:

24 hour keyed access

Central heat and air

No mandatory hours

The ability to meet clients in a public space

Package/Mail acceptance (Friday, Saturday, and Sunday from 12-6pm) other hours by chance or appointment

Acceptance into at least one group exhibit per year

The ability to apply for solo exhibits

Monthly First Saturday Gallery openings - along with open studio weekends and other community events

Access to professional career guidance and counseling, along with workshops and salon - an artful conversation online to help build business expertise

Immersion into a thriving arts community that is supportive and nurturing

We need:

All of the attached paperwork filled out and signed

\$50 App Fee

\$300 Deposit (refundable when you leave us at the end of a lease term)

\$_____ Pro-rated rent for first month

or

\$_____ First month's rent. Rent will be due on or before the first (every month) to avoid late fees. If you will be traveling, you can give us checks to file that will be deposited no sooner than the first of the month

For our website:

1 vertical image 300dpi, approx 6x9 inches

1 horizontal image 300dpi, approx 6x9 inches

paragraphs about you and your work

exactly how you want your name listed

your website url or instagram

do you want your phone number on the page?

do you want your email address on the page?

Stewardship of the space:

Artists are responsible for security in their individual sections. When you arrive, be aware that if the door stays unlocked and you are the only artist here, you are responsible for watching over any guests who may arrive, and making sure they leave. If you are alone, it is best to lock

yourself in. When you leave at end of day, let any other artists know that you are going, and ask if they want to be locked in.

Care of sinks – Only slop sinks may be used for brush cleaning. Do not use bathroom sinks for this purpose. Please make sure that before washing off brushes and other painting supplies in the slop sinks you are pre-cleaning your materials. We want to keep the sink clog-free so everyone can use it and to avoid costly repairs. To pre-clean your materials all you need is a paper towel or painting rag and just wipe away all the excess paint from your supplies. For oil painters a fire-safe lidded bucket is required for toweling – and the artist is responsible for safe disposal of all paint materials, rags and waste.

Let me know if you have questions!

Judith