

424R Main Street, Ridgefield, CT 06877

# Ridgefield Pride Art Center

## MEMBERSHIP AND STUDIO WORKSPACE AGREEMENT



Ridgefield Pride Art Center (RPAC) is an independent collective of artists working in common space in Downtown Ridgefield. We showcase artwork, host community related events and exhibitions, and provide an opportunity to join a community of artists by offering affordable studio workspaces for the creation of art.

RPAC is a unique facility holding up to 15 independent studio workspaces (6 Private and 9 Semi-Private) as well as a common workspace for artists, crafters, designers, students, and other creative professionals.

For the purpose of this agreement, a **Resident Artist** is defined as any person who is agreeing to occupy a Private or Semi-Private studio workspace creating art. A **Member** is defined as any person who is agreeing to have an annual or weekend only membership and work in the common workspace during open studio hours.

RPAC encourages innovation, collaboration, and experimentation in every medium. All workspaces can be used for but not limited to painting, multimedia, illustration, computer graphics, and more. All RPAC Resident Artists are invited to exhibit in the Ridgefield Pride Gallery located at 410 Main Street in Downtown Ridgefield for group shows.

RPAC Resident Artists are able to work 24/7 with regular access to the RPAC kitchenette. We do require that all Resident Artists and Members use the facilities correctly, independently, safely, and with consideration for other artists. No artist is allowed to "sleep over" in the space. All cosmetic changes to the space must be approved before changes can be made. See following safety agreement for more details.

Interested artists are required to fill out the attached application form. Applicants must read and agree to the studio workspace agreement form.

### Resident Artist BENEFITS:

- ❖ Exhibit Space in Ridgefield Pride Art Gallery located on Main Street Ridgefield
- ❖ Downtown location
- ❖ 24/7 card key access
- ❖ Secured lockers to store personal items (semi-private workspace only)
- ❖ Wi-Fi
- ❖ Utilities
- ❖ RPAC Lounge kitchenette
- ❖ Computer Lab including access to the printer/scanner, wide-format printer, and flat bed scanner
- ❖ Personalized online storefront for sale of original art and prints through the Ridgefield Pride Gallery Website

## STUDIO TERMS AND MEMBERSHIP INFORMATION

### STUDIO DETAILS:

#### Private Workspace

There is currently a limit of 6 private workspaces. Each private workspace is approximately 150 square feet. Size and layout vary slightly for each unit. Some Resident Artists may be eligible to occupy multiple spaces. Multiple artists may share the use of a private workspace, up to 2 individuals per private workspace. In this case, the cost of the unit may be divided between the individuals. Each occupant of the workspace must individually agree to and sign these terms and conditions.

Private Workspace Fee:

\$750/month per unit (approximately 150 sq. ft.). Minimum of 6-month term required.

Initial Term Discounts:

\$4,050.00 USD 6 month commitment for Private Studio (10% discount)

\$8,250.00 USD 12 Month commitment for Private Studio (One Month Free)

#### Semi-Private Workspace

In addition to all the Resident Artist benefits, the artist will be assigned a semi-private workspace of approximately 55 square feet.

There is currently a limit of 9 semi-private workspaces. Each semi-private workspace is approximately 55 square feet. Size and layout vary slightly for each unit. Some Resident Artists may be eligible to occupy multiple spaces. Multiple artists may share the use of a semi-private workspace, up to 2 individuals per semi-private workspace. In this case, the cost of the unit may be divided between the individuals. Each occupant of the workspace must individually agree to and sign these terms and conditions.

Semi-Private Workspace Fee:

\$550/month per space (approximately 55 sq. ft.). Minimum of 6-month term required.

Initial Term Discounts:

\$2,970.00 USD 6 month commitment for Semi-Private Studio (10% discount)

\$6,050.00 USD 12 Month commitment for Private Studio (One Month Free)

### MEMBERSHIP DETAILS:

The member workspace is a large open studio space for use during open studio hours, for group projects and classes. This area will have assigned hours for members to come and work at their convenience throughout the week and weekend. All members will have access to easels, stools, tables, computer lab, Wi-Fi and all other RPAC resources.

Full Membership: \$550/year (due at sign up and auto-renewal available). Common workspace available during open studio hours.

Weekend Only Membership: \$275/year (due at sign up and auto-renewal available). Common workspace available during open studio hours.

**BUILDING ACCESS:** Resident Artists will have unlimited access to the studio workspace. Each Resident Artist will receive a personal studio access card which will work on the computer room also. All membership will have access during normal open studio hours (times may vary based on season).

**PAYMENT:** All private and semi-private workspaces are subject to a 6-month studio agreement. The first month's balance is due at the agreement signing.

Monthly payments are due in advance on the first of each month with a 5-day grace period.

Checks should be payable to "Ridgefield Pride Art Center". Payments may be made in person at the art center located at 424R Main Street, Ridgefield, CT 06877 or by mail to PO Box 1039, Ridgefield, CT 06877.

If payment is not received within the grace period, a late charge of \$35.00/month will be assessed. In addition, if payment is not received by the 15<sup>th</sup> day of the month, use of the studio will be suspended until the outstanding balance is paid. Subletting of the studio is expressly not allowed.

**TERMINATION:** RPAC may terminate the agreement at any time without notice if member/artist is in violation of any part of this agreement. Any remaining balance already paid will be forfeited. The occupant may terminate with 30-day written notice. Any remaining unpaid balance is due in full to RPAC at the time of termination.

**INSURANCE:** Consider what insurance coverage you may need, if any. RPAC is not responsible for lost, stolen, or damaged property. Please refer to the security policy below.

**ACCESS:** All Resident Artists will have individual access to the building including studio spaces and equipment as it pertains to their agreement. RPAC staff may need to access your space for unforeseen reason, such as but not limited to, a) emergency situations; b) to perform repairs and/or c) to show the space before you vacate as new members consider your space. You may not change any locks or passages into your space at any time.

Occasionally, changes may need to be made to contract agreements and gallery policies. The RPAC management team will make final decisions as to the operations and policies of the art center.

Artist and Artist's agents and employees shall faithfully observe and strictly comply with the Rules and Regulations of RPAC applicable to all Artists of the Premises and such other additional Rules and Regulations as RPAC may adopt from time to time.

## **POLICIES**

### Studio Policies

1. No Drama! A serious no tolerance policy for petty grievances.
2. Be Safe. It is your responsibility to know and apply the safety rules and guidelines.
3. Be Responsible. Respect and show proper usage of facilities and gallery equipment, including taking into consideration your limitations within the studio. See security policies.
4. Be Tidy. Show willingness to pick up after yourself, especially in shared areas.
5. Show Respect. Consider and respect other artists, their space, health, sanity, and property.
6. Pick up after yourself when using any workspace. Discard paper and trash in designated bins.
7. Take out the trash when needed. Recycle and reuse materials whenever possible.
8. Use of card access and security code for access to the building from persons other than the Resident Artist is strictly prohibited.
9. Turn off the lights when leaving your work area.
10. Strict adherence to disposal of any hazardous materials must follow policies set by RPAC. Violation of these policies will result in immediate termination of any agreement and potential forfeiture of any funds not yet used.

Be aware of the needs of other people working around you in the art center. Music (content or volume), the amount of space you take up with a project and other personal work habits can directly impact fellow artists. We ask that you keep your number of outside visitors to a minimum. Please keep in mind that any individual(s) without an agreement with RPAC are strictly prohibited from using your keys and security codes to access the building. Repeatedly problematic or disruptive behavior may result in termination of this agreement and access, as decided on a case-by-case basis and are at the sole discretion of RPAC.

Security Policies

This is a shared open floor plan that encourages collaborative work and will occasionally host public open studios and classes. Each artist is responsible for the security and safety of all their belongings in the space. RPAC and its owners/managers are not responsible for any loss or damage in your studio. We highly advise that you lock any valuables left in your spaces.

Disposal Policy

No toxic, harmful or strong odor chemicals other than paints may be used at any time. No open flames at any time, including but not limited to candles, torches, and incense. Oil paint and other oil-based materials are not to be dumped in the sinks at any time. There is a disposal area set up for all oil-based or flammable materials. There are air purifiers available for use when needed. Please refer to posted guidelines and policies for responsible disposal.

Safety Policy

It is also recommended that you wear gloves, mask and/or respirator whenever handling chemicals, cleaners, and solvents. No smoking or illegal drug use is allowed anywhere inside the building.

Membership and Studio Workspace agreements may be revoked at any time for not adhering to these basic policies.

Resident Artists and Members, in connection with RPAC shall Indemnify RPAC against all claims arising from any accident, injury, any damage whatsoever Including Improper and/or illegal disposal, however caused, to any person or to any property occurring during the term on or about the premises, and against all expenses, counsel fees, and liabilities incurred in connection with any such claim or any action or proceedings brought thereon.

Artist may not install a sign or name plate anywhere on the premises advertising or promoting or identifying its business without the written permission of RPAC.

Neither RPAC nor RPAC's agents has made, and Artist in executing this Agreement has not relied upon, any warranties, representations, promises or statements except for those expressly set forth in this Agreement.

This Agreement is subject to and subordinate to all ground or underlying leases affecting the Premises.

By signing below, the applicant acknowledges that he/she agrees to all the terms, conditions, and basic agreements of becoming a member or Resident Artist/Member of Ridgefield Pride Art Center.

\_\_\_\_\_  
Artist's Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Ridgefield Pride Art Center, LLC  
By Dianna Colabella, its Managing Member

For Office Use Only:

Initial Payment \$ \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Ridgefield Pride Art Center, 424R Main Street, Ridgefield, CT 06877

# MEMBERSHIP & STUDIO APPLICATION

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

Which media(s) do you work in?

\_\_\_\_\_

What are your objectives for occupying the space?

\_\_\_\_\_

\_\_\_\_\_

Does your work require toxic treatments, spray painting, sanding, or heavy machinery? If yes, list all.

\_\_\_\_\_

\_\_\_\_\_

Does your work require licensed specialty tools or specific studio environment requirements? If yes, list all.

\_\_\_\_\_

\_\_\_\_\_

Are you comfortable with a group-working environment in many different styles and mediums?

\_\_\_\_\_

What is your preferred way to display/exhibit or have viewers interact with your work?

\_\_\_\_\_

\_\_\_\_\_

How often do you anticipate using the space (weekly)? \_\_\_\_\_

Interests in teaching or participating in classes and what medium (for teaching)

\_\_\_\_\_

# of Spaces \_\_\_\_\_

Are you interested in or applying as a share? \_\_\_\_\_ Requested Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(OPTIONAL) Please list any personal, professional and/or artistic references.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

All applicants are chosen on their ability to use the studio responsibly, to contribute in a positive way to the Ridgefield Pride Art Center's community, and to understand and follow all basic policies (as outlined within the studio membership agreement pages). Equal opportunity to participate in and benefit from Ridgefield Pride Art Center is provided to all individuals regardless of race, national origin, color, sex, age, religion, sexual preference, or disability in admission, access or employment.

\*\* Include samples of your work with completed application. \*\*

Email completed application with images (if applicable) to [info@ridgefieldprideartcenter.com](mailto:info@ridgefieldprideartcenter.com), delivery in person or send by mail to: Ridgefield Pride Art Center | 424R Main Street (mailing address: PO Box 1039) | Ridgefield, CT 06877.

# CUSTOMER REFERRAL FORM

You will receive at one-time \$100.00 credit to be applied towards your choice of offering for each new sign up.

REFERRED PERSON OR BUSINESS			
<b>NAME</b>		<b>BUSINESS NAME</b> <small>If applicable</small>	
<b>MAILING ADDRESS</b>		<b>EMAIL</b>	
		<b>PHONE</b>	
		<b>WEBSITE</b> <small>If applicable</small>	
<b>WHY ARE YOU REFERRING THIS PERSON OR BUSINESS?</b>			

REFERRED BY			
<b>YOUR NAME</b>		<b>EMAIL</b>	
<b>MAILING ADDRESS</b>		<b>PHONE</b>	
		<b>CUSTOMER ID</b> <small>If applicable</small>	
		<b>DATE SUBMITTED</b>	

## THANK YOU FOR YOUR REFERRAL!

PLEASE RETURN COMPLETED FORM IN PERSON OR VIA EMAIL, FAX, OR U.S. MAIL			
<b>MAILING ADDRESS</b>	Ridgefield Pride Art Center 424R Main Street, 2 <sup>nd</sup> FL. POB 1039 Ridgefield, CT 06877 Phone: 475-215-5740	<b>EMAIL</b>	info@ridgefieldprideartcenter.com
		<b>FAX</b>	
RECIPIENT USE ONLY			
<b>DATE RECEIVED</b>		<b>DATE OF CONTACT</b>	
<b>COMMENTS</b>			