

1206 Meridian Street, Anderson IN 46016

[www.atowncenter.org](http://www.atowncenter.org)

atowncenter@gmail.com

*Policy Agreement*

*Courtesies*

* Be courteous of the time when working in your studio. Be aware of music volume. We encourage use of earbuds/headphones, but soft music is fine as long as it isn’t bothering other artists.
* If you use a common tool, please put it back after use the same day in which you borrowed it.
* If you make a mess, please clean it up.
* If you fill your trash can or a trash can, please take it to the dumpster and replace the bag.
* Please do not leave food or drink in your studio, we prefer no critters!!
* Do NOT LEAVE incense unattended. We prefer the use of plug ins versus candles.
* Please do not use A Town Studios as a FRIEND hang out. You are welcome to bring potential patrons and occasional guests to look at your work.

*Studio Info*

* You can use A Town Center Furniture if it is in your studio. Please leave it in the room when your lease is up. If you don’t want the furniture that is left in the space, please let A Town staff know and we will have it removed.
* Feel free to paint and decorate the room/floor however you want. Upon leaving, the new artist may request you paint it back to a blank slate. Please don’t make any structural adjustments without permission from A Town staff.
* DO NOT touch anything in other artist’s studios.
* Do NOT take photos or post any work in the artist’s studios, as it is their INTELLECTUAL PROPERTY.
* IN GENERAL, if it isn’t yours, don’t touch it!!
* You must attend 10/12 First Friday events. This is important so that the community can engage with you and learn more about your craft and you as an artist.

*Gallery/Main Level Info*

* You can use the gallery space to work upstairs when there are no classes or events scheduled. Please refer to the calendar.
* When using the upstairs space, please use your own materials, not the A Town Class and Event Materials.
* Please use a drop cloth when painting in the main area.
* Sweep or Mop any areas that you have made a mess in.
* Clean brushes in the kitchen sink, not the bathrooms.

*Works for Sale*

* A Town Center can take credit card payments for your work and will reimburse you minus the credit card fee that SQUARE charges. We encourage all artists to get their own card reader.

*Insurance*

* A Town Center, Inc.’s insurance policy does not cover your personal works of art.
* If you need help with finding an insurer for Renter’s Insurance, please let us know and we can connect you to our policy carrier.

*Keys*

* We will issue you a key code for entry to the front door of A Town Center, Inc.
* Please do not share your code with anyone else. If you think your code has been compromised, please let the program director know and a new code will be issued for you.
* We do this for your safety. We do not want keys out there for anyone to access.

Artist In Residence

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A Town Representative Witness

Singed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_