

## TEMPLATE FOR THE RULES OF USE OF A SPACE/STUDIO IN THE RESIDENCY

### RULES OF USE OF THE SPACE/STUDIO FOR THE RESIDENCY AT [Name of centre]

Document setting out basic rules for the use of the space/studio for the residency to ensure peaceful co-existence and safety for all users of the [name of centre].

The space/studio [Name of space/Name of centre] is open to artists in residence [if appropriate state opening hours:

- [day of the week], from [opening time] to [closing time]
- [Expand the list depending on schedule]

[Where applicable: by exception, the space can be used at other times, on prior notice to the centre].

The person responsible for the space/studio is [Name and Surnames] who can be found at [address: street, house number, post code, town] at these times: from Monday to Friday from [XX] to [XX] and from [XX] to [XX]. You can also contact [Name and Surnames of the person responsible] by e-mail at [e-mail address]. In an emergency call: XXX XXX XXX.

The use of the space/studio is reserved for artists and other members of [Name of centre] associated with the residency project. [Where applicable: the artist can be visited by anyone in the space/studio during opening hours]

The artist may not use the space/studio for personal uses and/or creations outside the scope of the residency without the consent of the management of [name of CENTRE].

All artists in residence must accept the rules set out below, undertaking to observe and comply with them.

### Rules

Remember that:

- The space and the materials in it must be respected. In case of any doubt about normal practice or the use of any material, check with management.
- The opening times set by the centre must be respected.
- The artist is responsible for keeping the place clean. The space/studio should be cleaned so it is left in the same condition as it was found.
- [We have/do not have] storage space [lockers, box, etc.] When you have finished work, all material used must be put back in [space for storage of material].
- You must leave the space/studio as you found it. Before leaving the space/studio you must tidy and clean up whatever you have used.
- Please use the waste-paper baskets and recycle paper, plastic, glass, waste and rubbish as far as possible.
- [In case of a shared residency] You should show yourself willing to offer and receive help to and from the other artists in residence, at all times showing self-respect and respect for others.

- You should follow the advice of those responsible for the space/studio in relation to its use and the use of any materials.
- You may not leave personal possessions lying around while you are using the space/studio. The Centre may need to make unannounced visits.
- Take care of your personal possessions, the Centre will not be liable for any loss, damage, or theft.
- [If there are books or other objects: the books/objects may not be removed from the space/studio except by prior agreement with the person responsible for the space/studio].
- Any incident involving the equipment must be reported to the person responsible for the space/studio.
- You should familiarise yourself with the evacuation procedure and the risk prevention and safety policies.

**The following is totally prohibited and may lead to the revocation of the participation in the artist residency programme:**

- Consumption or sale of drugs or alcohol in the space/studio.
- [If applicable: Bringing pets into the premises].
- The following will not be tolerated: theft, acts of violence, nuisance, sexism, homophobia, racism, etc. towards any other artist in residence or members associated with the project or the centre.
- Smoking in the space.
- Anyone who damages or does not properly use the facilities will have to bear the resulting costs in respect of tools, materials or the artistic productions of other artists in residence.
- You must observe the security procedures of which you have been notified by the person responsible for the space/centre.

**[NAME OF CENTRE]**

On [day] [month] [year]