

Community Studio Rules and Contract

ARTx3's Public Programs Coordinator will work with members in an attempt to provide a safe and enjoyable experience, protect the interests of ARTx3's facilities and programs, and determine that all parties involved adhere to the terms of this contract.

1. GENERAL:

- a. The studio is to be used solely for artistic and creative purposes.
- b. No hazardous materials or activities are allowed in the studio.
- c. Specific hours of operation can be found on the ARTx3 website under Community Studio.
- d. Members will be respectful of the ASOM/AWOM facilities and other Community Studio members.
- e. Smoking in the facilities is prohibited. Smoking outside the facility must be more than 10 feet from any ARTx3 entrance by Pine Bluff City Ordinance.
- f. Public parking is available along Main St. and in ARTx3's two parking lots. Parking on the grass is prohibited. Handicapped parking is available.
- g. All Fire Exits, Aisle Ways, and Air Vents must be kept clear at all times. Members will follow entering and exiting procedures. (Sign in with the front desk, sign out at the completion of a visit, etc.)
- h. Neither ARTx3 nor the member shall be under any liability for failure to fulfill this contract due to acts or regulations of public authorities, civic tumult, strikes, catastrophes, and/or epidemics.
- i. As this is a shared space, be considerate of other members and maintain noise levels at a reasonable level.

2. DELIVERY and STORAGE:

- a. Any materials/equipment delivered to the Center will not be accepted unless prior arrangements have been made.
- b. ARTx3 will not accept any goods if any sum is to be paid to the carrier upon delivery.
- c. Short-term storage may be allowed subject to space availability. Prior arrangements must be made with Lessee's Public Programs Coordinator and a detailed delivery schedule will be required.
- d. No storage of flammable or chemicals is allowed on ARTx3's property.
- e. Trucks and buses will be parked in appropriate spaces. Vehicles are required to turn off engines while in the Loading Dock area.

3. MAINTENANCE and CLEANLINESS:

- a. Construction is prohibited. No wall or ceiling surface may have any item attached to it with glue, adhesive tape, screws, nails, tacks, or staples.
- b. Members must maintain the studio in a clean and orderly manner.
- c. Members must report any damages, leaks, or needed repairs to the Public Programs Coordinator promptly.
- d. Members are responsible for cleaning up after each use and disposing of waste properly.

4. SECURITY AND SAFETY:

- a. Members will not share access codes, fobs, or keys with unauthorized individuals.
- b. The Member is fully responsible for all loss or damage to the building, its contents, and/or grounds due to member fault.
- c. Members must adhere to all safety regulations and guidelines.

5. SHARING:

- a. Members are prohibited from allowing others to use their studio access.

6. PAYMENT AND TERMINATION:

- a. Membership must be paid monthly by auto-draft.
- b. Members may terminate their membership at any time but must give 2 weeks' notice of termination.
- c. ARTx3 reserves the right to terminate the membership for non-compliance with rules, non-payment, or repeat violation of rules.

Membership Options

Basic Kiln	Membership Access and Perks
\$50 per month	<ul style="list-style-type: none"> ● Access to Community Studio and kiln ● Cubby space for personal materials ● ARTx3 Family Membership <ul style="list-style-type: none"> ○ Member benefits for 2 Adults and their children or grandchildren, 17 years or under ○ Discount on theatre tickets ○ 20% discount on class tuition ○ Postcards of upcoming events mailed to your home or business ○ Name listed in Annual Report
Kiln+	Membership Access and Perks
\$75 per month	<ul style="list-style-type: none"> ● Access to Community Studio, Potters Wheels, and Kiln ● Cubby for personal materials ● Use of slab roller ● Pottery Starter tool kits can be purchased for \$5 ● ARTx3 Family Membership: <ul style="list-style-type: none"> ○ Member benefits for 2 Adults and their children or grandchildren, 17 years or under ○ Discount on theatre tickets ○ 20% discount on class tuition ○ Postcards of upcoming events mailed to your home or business ○ Name listed in Annual Report
Master Studio	Membership Access and Perks *COMING SOON
\$100 per month	<ul style="list-style-type: none"> ● Access to Community Studio, Potters Wheels, Kiln, Air Brush equipment, Sand Blaster, and protective equipment i.e. masks ● Cubby for personal materials ● ARTx3 Family Membership <ul style="list-style-type: none"> ○ Member benefits for 2 Adults and their children or grandchildren, 17 years or under ○ Discount on theatre tickets ○ 20% discount on class tuition ○ Postcards of upcoming events mailed to your home or business ○ Name listed in Annual Report
School Kiln	Membership Access and Perks
\$250 yearly	<ul style="list-style-type: none"> ● Access to Community Studio, Potters Wheels, and Kiln ● Cubby for personal materials ● Tour of the Community Studio for Students ● ARTx3 Family Membership for the Art Teacher: <ul style="list-style-type: none"> ○ Member benefits for 2 Adults and their children or grandchildren, 17 years or under ○ Discount on theatre tickets ○ 20% discount on class tuition ○ Postcards of upcoming events mailed to your home or business ○ Name listed in Annual Report

Community Studio Dates & Hours:

Important Information:

- To finalize your membership, you will need to complete the ASC policy and safety session.
- Members who use the potter's wheels are responsible for providing their own clay and glazes.
- Members must be 18 years of age
- Memberships are auto-drafted each month. (aside from School Kiln)
- An ASOM employee will be present when members are using equipment to assist.
- Staff will also contact members upon completion of their artwork.

Registration & Payment:

Our staff is available to assist with registration for the Community Studio Memberships either in person at the Arts & Science Center (701 S. Main St.) or by calling (870) 536-3375. All fees must be paid in advance to have full access to studio time.

These hours are subject to change due to scheduled events and workshops. All members will be notified at least a week before the event/workshop is held. All dates of events/workshops will be on the Community Studio Google Calendar. Members are also required to fill out the [Scheduling Form](#) to submit their times for usage of all items in the Community Studio.

Sunday: Closed

Monday: Closed

Tuesday: 9:00 AM - 5:00 PM

Wednesday: 9:00 AM - 5:00 PM

Thursday: 9:00 AM - 5:00 PM

Friday: 9:00 AM - 5:00 PM

Saturday: 10:00 AM - 4:00 PM

Closed during: Holidays and inclement Weather (Members will be notified of changes made to weather)

Policy & Refire Procedures:

Community Studio Members must complete an ARTx3 policy and safety session or have been enrolled in one of our ceramic workshops. A signed liability form is also required. Members must sign in and out of the ARTSpace when using the equipment. Staff will only refire glazed pieces that have been underfired or if the glaze is chipped off in the loading of the kiln. Members are required to keep all areas clean and will be responsible for substantial equipment damage. ARTx3 is not responsible for any personal items that are damaged or stolen.

Member's Name: _____

Address: _____
Street Number & Name City State Zip

Phone: _____ **Alternative Phone:** _____ **Email:** _____

Emergency Contact: _____ **Phone Number:** _____

Relationship to Member: _____

Membership Type: _____ **Membership Begins:** _____

I understand the following:

1. Access codes may not be given to anyone outside of your community membership
2. I cannot be on the ARTx3 campus outside of normal business hours.
3. I will uphold all safety precautions to ensure my safety and the safety of others.
4. I am expected to adhere to the current COVID-19 guidelines set forth by the CDC and the AR Dept. of Health.
5. I acknowledge that my participation may involve the risk of coronavirus (COVID-19) exposure and infection. I agree to release the ARTx3 Campus, and its affiliates, from all responsibility and hold them harmless in the event that I am exposed to the coronavirus while participating in ARTx3 Campus activities.
6. I acknowledge that my participation may involve the risk of injury. Further, I understand the ARTx3 Campus does not maintain any type of medical insurance that would cover any injuries sustained while participating on the grounds of any ARTx3-owned facility.

Please initial the following:

_____ I have received and read the **Rules & Regulations**, and agree to adhere to those outlined. I also understand the consequences and repercussions of failing to adhere to the rules set forth in this agreement.

I, the undersigned member, agree to the rules & regulations set forth by the ARTx3 Campus between the dates of

_____ and _____
Member Start Date 1 year from Start Date

With my signature, I agree to the terms listed above, as well as release the ARTx3 Campus from all responsibility and hold them harmless in the event that I become ill or am injured.

Printed Name of Member

Signature of Member

DATE

Bethany Gere, ASOM Public Programs Coordinator

Date