OCTAGON
CENTER FOR THE ARTS

# Studio Rental Application

512.232.5331 • www.octagonarts.org · rentals@octagonarts.org
427 DOUGLAS AVE AMES, IA 50010

## STUDIO ARTIST CONTACT INFORMATION:

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ ZIP: _____

Email Address: _____ Phone #: _____

Company Name *(if applicable)*: _____

Website: _____

Instagram/social media where your work can be viewed: _____

_____

☐ I am at least 18 years old ☐ I am a current Octagon Member

## EMPLOYMENT INFORMATION:

Employment Status:

☐ Self Employed ☐ Employed Full-Time ☐ Employed Part-Time ☐ Retired ☐ Unemployed

Employer *(if applicable)*: _____

First Name: _____ Last Name: _____

Email Address: _____ Phone #: _____

Address: _____ City: _____ State: _____ ZIP: _____

## ARTIST EXPERIENCE AND EDUCATION *(Choose all that apply)*:

☐ Beginning Artist ☐ Emerging Artist ☐ Established Artist

Please list any additional experience and education you would like The Octagon to know:

OCTAGON
CENTER FOR THE ARTS

# Studio Rental Application

512.232.5331 • www.octagonarts.org · rentals@octagonarts.org
427 DOUGLAS AVE AMES, IA 50010

**What media do you work with?**

- ☐ Ceramics
- ☐ Glass
- ☐ Writing
- ☐ Fiber
- ☐ Graphic Design
- ☐ Illustration
- ☐ Jewelery
- ☐ Dance
- ☐ Mixed Media
- ☐ Music
- ☐ Music Producer
- ☐ Voice
- ☐ Painting
- ☐ Printmaking
- ☐ Sculpture
- ☐ Theater
- ☐ Photography-Commercial
- ☐ Photography-Fine Art
- ☐ Drawing
- ☐ Other: _____

## PERSONAL REFERENCES:

***Please list contact information for a former collaborator, studio partner, roommate, etc. Do not list a family member.***

1. **First Name:** _____ **Last Name:** _____

   **Email Address:** _____ **Phone #:** _____

   **Relation to you:** _____

2. **First Name:** _____ **Last Name:** _____

   **Email Address:** _____ **Phone #:** _____

   **Relation to you:** _____

3. **First Name:** _____ **Last Name:** _____

   **Email Address:** _____ **Phone #:** _____

   **Relation to you:** _____

## Prior/Current Landlord Information:

***If you have rented studio space in the past or are currently renting, please list the contact information for your landlord.***

**Company Name** *(if applicable)*: _____

**First Name:** _____ **Last Name:** _____

**Email Address:** _____ **Phone #:** _____

**Start date:** _____ **End date:** _____

**Reason for Leaving:** _____

_____

OCTAGON
CENTER FOR THE ARTS

# Studio Rental Application

512.232.5331 • www.octagonarts.org · rentals@octagonarts.org
427 DOUGLAS AVE AMES, IA 50010

## OCTAGON STUDIO USE:

### Studio Space Options:

☐ **Co-Working Space for Creatives:**

**General Fees:**

- ☐ January-May (5 months) $150
- ☐ June-July (2 months) $60
- ☐ August-December (5 months) $150

**Additional Fees for Use of Ceramics or Printmaking Studio:**

- ☐ January-May (5 months) $50
- ☐ June-July (2 months) $20
- ☐ August-December (5 months) $50

☐ **Private Studios for Creatives:**

**General Fees:**

- ☐ January-May (5 months) $625
- ☐ June-July (2 months) $250
- ☐ August-December (5 months) $625

**Additional Fees for Use of Ceramics or Printmaking Studio:**

- ☐ January-May (5 months) $50
- ☐ June-July (2 months) $20
- ☐ August-December (5 months) $50

***Contracts are available on a semester basis with option to renew for addition semesters***

### Projected Studio Usage *(this is an estimate, not permanent scheduling)*:

| ☐ Monday | ☐ Tuesday | ☐ Wednesday | ☐ Thursday | ☐ Friday | ☐ Saturday | ☐ Sunday |
|---|---|---|---|---|---|---|
| ☐ 8am-12pm | ☐ 8am-12pm | ☐ 8am-12pm | ☐ 8am-12pm | ☐ 8am-12pm | ☐ 8am-12pm | ☐ 8am-12pm |
| ☐ 12pm-5pm | ☐ 12pm-5pm | ☐ 12pm-5pm | ☐ 12pm-5pm | ☐ 12pm-5pm | ☐ 12pm-5pm | ☐ 12pm-5pm |
| ☐ 5pm-10pm | ☐ 5pm-10pm | ☐ 5pm-10pm | ☐ 5pm-10pm | ☐ 5pm-10pm | ☐ 5pm-10pm | ☐ 5pm-10pm |
| ☐ 10pm-12am | ☐ 10pm-12am | ☐ 10pm-12am | ☐ 10pm-12am | ☐ 10pm-12am | ☐ 10pm-12am | ☐ 10pm-12am |

***Artists who are renting a private studio space will have 24/7 access.***

### Please list any comments or concerns you may have regarding studio hours below:

### What do you hope to gain from renting studio space at The Octagon?

512.232.5331 • www.octagonarts.org · rentals@octagonarts.org
427 DOUGLAS AVE AMES, IA 50010

**How do you feel about being a part of a community of other artists?**

**Describe your art practice- How do you intend to use The Octagon Studio Space(s)?**

**Do your art practices potentially adversely affect others through noise, dust, odor, etc?**
**If so, please describe:**

**Describe any special equipment, tools or furniture you intend to house in the studio space:**

512.232.5331 • www.octagonarts.org · rentals@octagonarts.org
427 DOUGLAS AVE AMES, IA 50010

**Describe any particular studio requirements necessary for your work- Plumbing, electrical, lighting, etc.:**

**Do you envision occasionally having a studio assistant in the space or possibly hosting workshops? If so, please describe:**

**Are you interested in becoming a teaching artist, an exhibiting artist, or a participant in the annual Octagon Art Festival? If so please describe:**

**Are you interested in seeing open studio tours with the option to sell your artwork hosted at The Octagon? If so, please describe how involved you would like to be:**

# Studio Rental Terms

512.232.5331 • www.octagonarts.org · rentals@octagonarts.org
427 DOUGLAS AVE AMES, IA 50010

## COMMUNITY:

The Octagon Studios are open to all who apply on a first come first serve basis. Once application is reviewed, processed and approved, there will be a short interview process. The Octagon reserves the right to perform a background check as part of the application review. All studio tenants will be kind, inclusive and respectful of one another. The Octagon staff and studio tenants will maintain open and honest communication. Petty grievances, drama, and "pot stirring" will not be tolerated.
Studio tenants will be aware and considerate of other people sharing the space(s). The majority of the studio space(s) The Octagon has to offer are communal. Persons with allergies or sensitivities to chemicals/ingredients in miscellaneous creative supplies may be affected by this studio aspect, and are personally responsible for any negative allergic or sensitivity reactions. All studio tenants will also respect the time of The Octagon staff. If you would like to speak with us, please schedule a time to meet by emailing **rentals@octagonarts.org.**

## CLEANLINESS:

Basic janitorial cleaning will be performed by The Octagon. This extends to communal areas such as the restrooms, kitchen and hallway on a weekly basis. All studio tenants will be responsible for the cleanliness of their personal studio space as well as cleaning up after themselves when using communal spaces. Studio tenants are required to store caustic substances, supplies with strong odors, etc in airtight containers. These containers must be properly sealed and stored in accordance with the manufacturer guildlines before vacating the studio space for an extended period of time. All Studio tenants will be expected to follow studio guidelines for the disposal of hazardous materials. Studio tenants will not allow their artwork or supplies to migrate into a neighboring tenants space without explicit consent from said neighbor.
This consent must be documented with Octagon Staff.

## INTERPERSONAL CONFLICTS:

In the interest of open communication: if a Studio Tenant has an issue with another tenant or their actions, tenants will be expected to attempt to resolve these issues between themselves prior to contacting Octagon Staff. Studio Tenants should comply with simple, reasonable requests from their fellow artists. If no resolution can be found, please email Octagon Staff at **rentals@octagonarts.org** to request mediation.

**If studio tenants violate this code of conduct The Octagon Staff will follow this procedure:**
***First offence:*** *counseling and verbal warning*
***Any further offenses may result in termination of rental contract or refusal to renew.***

## VISITORS:

Occasional friends and visitors are allowed and welcome. Use caution when choosing who to allow in our space.
Studio Tenants will be responsible for any theft or damage that can be traced to their visitor. Visitors who spend a considerable amount of time in the studio space(s) or choose to work on the communal work tables will be asked to pay a fee or apply for studio space. No pets will be permitted in the building. This space welcomes service animals as defined by the Americans with Disabilities Act. The Octagon will occasionally hold studio tours made available to the public. Artist will be made aware of these tours at least a week in advance of the scheduled event. A tenant who wants to have a studio assistant for more than a day must receive permission from The Octagon Staff.

512.232.5331 • www.octagonarts.org · rentals@octagonarts.org
427 DOUGLAS AVE AMES, IA 50010

## ACCESS AND PARKING:

All studio tenants will have access to the studio spaces with their personal key-card. This keycard may not be given or loaned to any other person. All Studio Tenants may enter through the double doors located at **427 Douglas Avenue.** Street Parking is available for studio tenants, but please be aware of the metered hours. There is additional parking downtown at: Gilchrist Lot W, East 5th Street near Band Shell Park, Kellogg Ave Lot S, City Hall Lot N, 5th Street 4hr metered, Downtown Depot Lot V 3 hour metered, Lot T. Meters are enforced Monday-Saturday 8:00am-6:00pm, excluding city holidays. Do not park in the alley behind The Octagon Center for the Arts unless given permission by Octagon Staff to do so. Without permission, your car may be towed at your expense. Studio tenants will add to the 3rd floor studio calendar any times they would like to reserve the communal large tabletop working spaces or other communal spaces. Other tenants are expected to respect these scheduling requests.

## HEALTH AND SAFETY:

The Octagon will supply first aid kits in the communal areas of the third floor. Studio tenants must notify Octagon Staff of any accidents. An accident report must be filed with the studio attendant when an incident occurs. All studio tenants will be required to wear a mask while on the premises to help prevent the spread of the COVID-19 virus. We ask that all studio tenants be mindful of social distancing as much as possible. We also ask that studio tenants monitor their own health and do not access the building if they are feeling unwell. The Octagon will provide the following: First Aid kits including rubber gloves, and all supplies needed to properly attend to minor accidents; as well as the cleaning and proper disposal of bodily fluids, etc.

## SECURITY:

The Octagon suggests all studio tenants obtain their own rental insurance. Rental insurance is not required to rent space at The Octagon. This is a shared space that will occasionally host public events. Each studio tenant is responsible for the security and safety of their personal belongings. We advise that valuables be locked, tethered, hidden, or taken home at the end of the day. The Octagon Center for the Arts exterior doors shall not be propped open at any time. The front doors shall remain locked except when in use or during business hours, 10:00am-5:30pm. Studio tenants shall not loan, or make copies of their studio keys for any reason, and will be responsible if theft or damage occurs due to this action. No studio tenants shall be permitted to use studio space as a residence. The studio spaces are not intended for this use and The Octagon is not zoned for this purpose. Any studio tenant found to be using space in this manner will be held accountable with a review of their contract and will face possible termination.

## ALCOHOL AND DRUG POLICY:

**The Octagon has a No Tolerance Policy for drugs and alcohol. No smoking, vaping, or illegal drug use is allowed inside the building or on the property. This is a space to create and collaborate: Intoxication and disruptive behavior will not be permitted. Tenants are strictly prohibited from consuming alcohol of any kind on the premises without explicit permission from the Octagon Staff. Failure to comply with this rule will result in immediate termination of contract.**