

ARTIST CONTACT INFORMATION:

First Name : _____ Last Name : _____

Address : _____ City : _____ State : _____ Zip : _____

Email Address : _____ Phone # : _____

Tax ID # : _____

Social Security # : _____

Company Name (*if applicable*) : _____

Website : _____

Social Media(s) : _____

I am at least 21 years old

I am a current Octagon Member

RENTAL REFERENCES:

*Please include contact details for two landlord references.
One contact must be either local or within the last 12 months.*

1. Primary Contact

Name/Company : _____

Address : _____ City : _____ State : _____ Zip : _____

Email Address : _____ Phone # : _____

2. Secondary Contact

Name/Company : _____

Address : _____ City : _____ State : _____ Zip : _____

Email Address : _____ Phone # : _____

CURRENT EMPLOYMENT:

Name/Company : _____

Supervisor : _____

Address : _____ City : _____ State : _____ Zip : _____

Email Address : _____ Phone # : _____

If unemployed, please explain : _____

EMERGENCY CONTACT INFORMATION:

*Please include contact details for two individuals that can be reached in the event of an emergency.
One contact must be local (family member, housemate, partner, trusted friend, etc).*

1. Primary Contact

Name : _____ Relationship : _____

Address : _____ City : _____ State : _____ Zip : _____

Email Address : _____ Phone # : _____

2. Secondary Contact

Name : _____ Relationship : _____

Address : _____ City : _____ State : _____ Zip : _____

Email Address : _____ Phone # : _____

Allergies, Medication, or Conditions we should know about (this information will be kept confidential):

STUDIO USE INFORMATION:

What media do you work with? (Choose all that apply)

- | | | | | |
|---------------------------------------|---|--------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Ceramics | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Painting | <input type="checkbox"/> Mixed Media | <input type="checkbox"/> Photography - Commercial |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Illustration | <input type="checkbox"/> Printmaking | <input type="checkbox"/> Drawing | <input type="checkbox"/> Photography - Fine Art |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Sculpture | <input type="checkbox"/> Music | <input type="checkbox"/> Music Production |
| <input type="checkbox"/> Fiber | <input type="checkbox"/> Dance | <input type="checkbox"/> Theater | <input type="checkbox"/> Voice | |
| <input type="checkbox"/> Other: _____ | | | | |

Describe your art practice – How do you intend to use the studio space?

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

Artists who are renting space in private studios will have 24hr access 7 days a week. The Octagon office hours are 9:00am – 5:30pm, Monday through Friday. There are limited to no staff on premises during time periods outside of office hours. We recommend studio usage during office hours.

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

STUDIO USE INFORMATION (cont.):

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:

Is there any additional information that you feel that the Octagon should know?

I, _____, verify that by signing this document confirm that the information given is correct and accurate, and agree to the terms and conditions outlined by the document.

Artist's Signature _____ Date _____

Staff Signature of Approval _____ Date _____

Unless otherwise specified, if Studio Tenants violate these terms & conditions, Octagon Staff will follow this procedure:

First offense: counseling and a verbal warning

Second offense: counseling and a written warning

Any further offenses may result in termination of rental contract or refusal to renew.

TERMS & CONDITIONS:

COMMUNITY:

The Octagon Center for the Arts (The Octagon) Staff and Studio Tenants will maintain open and honest communication. Petty grievances will not be tolerated. Studio Tenants will be aware and considerate of other Studio Tenants sharing the studio space. Studio Tenants with allergies or sensitivities are personally responsible for any negative allergic or sensitivity reactions. All Studio Tenants will also respect the time and space(s) of The Octagon Staff. If you would like to speak with an Octagon Staff member, please schedule a time to meet by emailing rentals@octagonarts.org.

INTERPERSONAL CONFLICTS:

In the interest of open communication: if a Studio Tenant has an issue with another Studio Tenant or their actions, Studio Tenants will be expected to attempt to resolve these issues between themselves prior to contacting Octagon Staff. If simple and reasonable requests cannot be respected and no resolution can be found, please email Octagon Staff at rentals@octagonarts.org to request mediation.

ALCOHOL & DRUG POLICY:

The Octagon has a No Tolerance Policy for drugs and alcohol. Studio Tenants are strictly prohibited from consuming alcohol as well as smoking, vaping, use of chewing tobacco, or illegal drugs is allowed inside the building or on the Octagon property. Intoxication and disruptive behavior will not be tolerated.

Failure to comply with this rule will result in immediate termination of rental contract.

PERSONAL & PROPERTY SECURITY:

The Octagon strongly suggests all Studio Tenants obtain their own rental insurance. Each Studio Tenant is responsible for the security and safety of their personal belongings. We advise that valuables be secured or taken home at the end of each day.

No Studio Tenants shall be permitted to use studio space as a residence. In accordance to the City of Ames's adopted and amended Building Codes, The Octagon building is not zoned for residential use.

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 of rental contract.

TERMS & CONDITIONS (cont.):

ACCESS & PARKING:

All Studio Tenants will have access to the studio spaces with their personal key-code. This key-code may not be given or loaned to any other person. The exterior doors of The Octagon shall not be propped open at any time and shall remain locked except when in use or during business hours, 10:00am-5:30pm. Street and lot parking is available for Studio Tenants, in accordance with city posted non-metered and metered hours. Do not park in the alley behind The Octagon Center for the Arts unless given prior permission by Octagon staff. Without permission, your car may be towed at your expense.

CLEANLINESS:

Basic janitorial cleaning will be performed by The Octagon in communal areas such as the restrooms, the utility room, 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 using any communal spaces. Studio Tenants are required to store caustic substances, supplies with strong odors, etc. in airtight containers and stored in accordance with the manufacturer guidelines. This includes all food and/or beverages left in the studio space in order to avoid any pest or rodent activity.

All Studio Tenants will be expected to follow safety guidelines for the disposal of hazardous materials. Appropriate discretion is required by Studio Tenants when using any supplies with strong odors as the studio space is not ventilated for odorous materials.

Studio Tenants will not allow their artwork or supplies to migrate into or by stored in a neighboring Studio Tenant's spaces without explicit consent from said neighbor. This consent must be documented with Octagon Staff.

VISITORS & ASSISTANTS:

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 or choose to work within the studio space will be asked to apply for studio space separately.

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. Studio Tenants will be made aware of these tours at least a week in advance of the scheduled event.

A Studio Tenant who wants to have a studio assistant for more than a day must receive permission from Octagon Staff.

HEALTH & SAFETY:

The Octagon will provide the following: First Aid kits including rubber gloves, and all supplies needed to properly attend to minor accidents. Studio Tenants must notify Octagon Staff of any accidents and an accident report must be filed with a staff member if an incident occurs. We also ask that Studio Tenants monitor their own health and do not access the building if they are feeling unwell.