



SHARED SPACE POLICY (ARTIST TENANT ADDENDUM)

Welcome to the Studios of LeMoyne -- an exciting opportunity for selected artists to further develop their work, be part of a well-established art organization, and work within a diverse and dynamic environment. Artist Tenants are important constituents of LeMoyne's community.

General Agreements:

- a. As an Artist Tenant, you are a representative of LeMoyne and expected to adhere to all applicable policies, including:
 - i. Lease
 - ii. Campus Safety
 - iii. Code of Conduct & Integrity Pledge
 - iv. This Shared Space Policy (Artist Tenant Addendum)
- b. You will be mindful and respectful of others, including other constituents using LeMoyne's facilities;
- c. Violation of any of LeMoyne's policies and procedures may lead to notice, disciplinary action or dismissal;

Shared Premises:

- d. Parking is first-come, first-served;
- e. The XOJ Salon and Courtyard can be booked for events. Please note that use of any space at LeMoyne needs to be pre-arranged; requested in writing, and approved by Executive Director, in writing. Fees may apply;
- f. Unscheduled and unapproved use or occupancy of LeMoyne's spaces, including event spaces and instructional studios, whether occupied or unoccupied by another party, may constitute a violation of policies and may result in notice, disciplinary action or dismissal;
- g. Unauthorized or unapproved use or occupancy of space, activities or events are not permitted, and may lead to notice, disciplinary action or dismissal;

Equipment, Materials, Supplies, Tools:

- h. You are responsible for furnishing and outfitting your designated studio at your own expense unless otherwise specified in this agreement;
- i. You are responsible for providing, at your own expense, your own materials, supplies, and tools unless otherwise specified in this agreement;
- j. Your materials, supplies, and tools must be stored in your designated studio.
- k. Materials, supplies, and tools stored in LeMoyne's spaces (including event spaces and instructional studios) are property of LeMoyne;



- l. Use of LeMoyne's non-consumable studio equipment and occupation of LeMoyne's spaces (including event spaces and instructional studios) must be requested and scheduled in writing and approved by Executive Director in writing, or may constitute a violation of policies and may result in notice, disciplinary action or dismissal;
- m. You may purchase consumable equipment from LeMoyne at an agreed-upon cost;
- n. To be placed on the kiln firing schedule, you must make a request in accordance with studio policies (fees may apply);
- o. Excessive use of LeMoyne's consumable materials, kiln time, or studio equipment may prompt a notification. Continued excessive usage may result in an assessment of a materials fee, notice, or disciplinary action;

2) Withdrawal and Termination

- a. If this agreement does not prove to be a workable arrangement, it can be terminated at any time.
- b. Withdrawal by you: You are free to withdraw from your participation in the program at any time. If you make such a decision, you will give us written notice, and your occupancy and this letter agreement will officially terminate two days after delivery of that notice.
- c. Termination by LeMoyne Arts: We value your participation in the Studios of LeMoyne Artist Tenant program and will not decide to terminate your participation lightly. That said, we may do so at any time, including if we believe your presence is not conducive to our community guidelines or supportive of our goals for the program. If we make such a decision, we will give you written notice, and your participation and this agreement will officially terminate immediately after delivery of that notice, and you will have 2 days to remove your work and belongings.



This agreement is subject to the rules and policies of LeMoyne Arts.

LeMoyne Arts security codes, keys, and other means of access may not be shared with students, assistants, or members of the public. If granting off-hour access to students or assistants is necessary, contact the Education Director and Executive Director to seek prior approval, or give immediate notice in the event of an emergency.

I, _____, accept the role of Artist Tenant at Studios of LeMoyne, and agree to the terms and conditions of this agreement.

Artist Signature

Printed Name

Date

Executive Director Signature

Printed Name

Date