

Artists in Residence (A.i.R.) Facility Use Guidelines

Hours of Operation and General Studio Information

Artist-in-Residents are provided access to the following areas within the Facility, 24 hours a day, 7 days a week.

- Kiln
- Ceramics Room Work Area
- Individual Studio Space
- 2nd Floor Conference Room
- 2nd Floor Communal Area (also known as The Loft)
- Kitchen

The three Art Galleries on the first floor and Cultural Affairs Department staff office spaces are only open and staffed during regular business hours, Tuesday – Friday 10 am – 6 pm and Saturday 10 am – 4 pm.

Please Be Respectful of your Fellow Artists in Residence

Music is allowed within the studio space, however, please be respectful to the other A.i.R.'s and conscious of an appropriate level of volume. No headphone use is allowed when around or using machines.

Amenities

The Facility contains a coffee maker, microwave and refrigerator which are available for use by A.i.R.'s to prepare meals. When placing food in the community refrigerator, label contents with your name and the date. Items left for more than 48 hours in the community refrigerator may be removed at the Cultural Affairs Department staff's discretion.

Wi-Fi is available throughout the space; a password will be provided when artist moves into their studio.

Cleaning service is provided in common areas; however, clean-up and up-keep of the studio space is the responsibility of the individual A.i.R. Please **DO NOT** remove any kitchen equipment, dishes or utensils. Artists must keep personal supplies in their assigned studio.

Ceramics Studio and Kiln Room Guidelines

The Ceramic Studio is a shared space for creative and dynamic expression. Below are guidelines for ensuring that all artists have the space they need in the condition they need.

Kiln Room Equipment

- Wire racks
- Kilns (2)
- One (1) designated Shelving system per Artist for storage of items

Equipment

- Work Tables (3)
- Drying Racks (4)
- Stools (1)
- Chairs (6)

Clean Up

Allow 20-30 minutes for cleanup at the end of your work session.

Please be thorough. Cleanup is part of the clay experience.

- **Wedging Table** - Scrape and sponge the surface after every use. Check the floor for clay scraps and dust.
- **Tables, Chairs, Floor** - Wash down with clean sponge after use and sweep up any clay debris.
- **Surrounding workspace** - Use clean water to sponge all areas. Sponge after slip has been emptied into the slip bucket next to the sink. Check for trimming scraps, water or slip spills on the floor. Remember to empty the bucket under the wheel.
- **Bats and ware-boards** - After use, they must be scraped clean, washed and returned to the proper shelves.
- **Sinks** - Clean the sink and surrounding area each time it is used. Do not dump scrap clay or slip into sinks.
- **Glaze Area and Glaze Buckets** - Make sure you clean glaze residue off any surfaces.

Work in Progress

- Avoid touching anyone's work without their permission.
- Resident artists receive dedicated space (shelving unit) to store their work and materials. If additional space is required, please check with City staff for approval.
- All work in common areas must be identified with artists' name, date, and date for removal
- Any item without initials or an identifying mark can be moved at the discretion of City staff at the request of other artists who need to use that space.

Tools

- Studio equipment must be cleaned and returned to its proper place after use.
- It is suggested that you mark your tools.

Contamination

- Sanding must be done outside and not near other artists' work or belongings.
- It is advisable to wear a face-mask while sanding to avoid breathing in dust.

Glazing

- Clean shelves, paddles/whisks, floor and buckets after glazing.
- Make sure bottoms of pieces are free of glaze and also that a quarter of an inch up the sides is glaze-free. Pieces that are not properly cleaned will be placed on the designated Reject Shelf in the kiln Room.

Classes

- When classes are in progress, the Ceramics Studio space is dedicated to programming and that priority.

Ceramics Studio/Common Area

- No other shelving or cabinets shall be placed in the ceramics area without prior permission from City staff.
- Buckets of clay shall be kept in designated area(s) only, thereby leaving the floor clear of debris and clutter.
- Restroom area shall not be utilized for storage of any kind
- Artists must log use of ceramics workshop and kiln room.

Kilns

Firing and glazing will take place on Fridays with advance email notice to City staff to schedule sanitizing.

- Kiln room shall remain locked, each artist can be issued a key and they must lock up after they leave.
- Artists must log anticipated firing times on the schedule.
- The kiln room is not a storage area.
- Kilns are to be run when full, or as close to it as possible.
- Loading and unpacking of kilns is to be done by the artists whose work is in it ONLY.

Finished Work

- All finished work must be returned to studios as soon as they are safe to move.

Painting

In order to provide a low-odor environment, painting is limited to using linseed oil or alkyd galkyd as a medium and odorless mineral spirits, such as gamsol as a solvent.

A.i.R.s are prohibited from using high-fume mediums including, but not limited to, the following: synthetic resin, tolluline, aerosol paints and fixatives, and turpentine. To have any

material approved in advance, such as low odor artist quality sprays, please contact City staff for an exemption.

No adhesives, epoxies, rubber cement, spray paints, plaster or glues permitted on the walls.

Common Areas

City staff does not permit any permanent indoor or outdoor installations. The safety of any work left outside of the facility cannot be guaranteed and should not be left unattended or unsecured.

Open Studio Policy

Bailey Contemporary Arts Center is open to the public at-large, and will hold occasional public tours of the venue. If you do not wish to have interactions with visitors, please place a small sign on your studio door. If there are organized events, A.i.R.'s will be notified well in advance and have the option of declining participation, except where otherwise required.

Procedures to Enter the Building

A.i.R.'s will be assigned a unique front door keypad code and a separate unique alarm keypad code that is not to be shared with anyone. Training will be provided on how to use each keypad.

- At the front, middle door there is a silver keypad which controls the lock on the door. Press the # symbol and your four-digit pin number. When you hear the beeping, the front door will unlock and you will be able to open the door enter the building.
- Once you enter the building, there is a white keypad at the base of the staircase, which controls the building alarm. If this keypad is beeping, then the alarm is armed. Enter your four-digit pin and press the number one (1) to disarm the alarm system.
- If you make a mistake while entering your code, press * and start again.
- If you are alone in the building and would like to secure the perimeter, enter your code and press 3 (stay).
- When exiting the building, check that no other artists or staff are in the building before setting the alarm. Use the Artist Check In board for reference. Once you know the building is clear, enter your code and press 2 (away).
- **If at any time you feel that you are in danger and need to contact emergency services, call 911 or press and hold the number 3 on the alarm keypad to activate the silent**

alarm.

- There is an Artist Check-In board located next to the front door and by turning your name card around one can visually see which artists are currently in the venue. In addition, sign the attendance sheet maintained by the Cultural Affairs Department staff.

Housekeeping/Trash

A.i.R.'s are responsible for their own studio up-keep and general housekeeping including individual trash disposal.

- Large trash items should be taken out to the dumpster located at the Northeast side of the Bailey Contemporary Arts Center building.
- Smaller trash items (non-perishable) are to be thrown away in the garbage cans located in the downstairs back hallway next to the elevator.

Damage

Please photograph and email documentation of any damages to the facility or equipment, promptly, with any information you have regarding its cause. You will be responsible for repairing walls, floors, ceilings and any damaged equipment promptly. **Any modification of studio space is subject to the City staff approval.**

Climate Control

Please DO NOT touch the thermostats. If you have issues with the temperature of your studio please talk to the City staff during business hours.

Smoking

Smoking is **not** permitted in the Bailey Contemporary Arts Center, or in any City venue.

Safety

Do **not** operate any power tools or sharp objects while under the influence of alcohol or other intoxicating substances. City staff reserves the right to refuse equipment and studio use if members are in violation of Department procedures and present safety issues for themselves or others around them.

Sleeping

No sleeping in any studio is allowed.

Fire Regulations

The Pompano Beach Fire Marshall may visit your studio randomly to conduct fire safety inspections.

Important Contact Information

- Bailey Contemporary Arts' main telephone number is (954) 786-7879.
- In case of emergency after hours, please contact the appropriate staff member as designated on After-Hour Contact List (posted in facility).

Shipping to Bailey Contemporary Arts Center

To have mail sent to you via USPS: no heavy boxes, crates, or cartons through **U.S. Post Office**.

[Your Name]
c/o Bailey Contemporary Arts Center / Artist in Residence Program
41 NE 1st Street, Pompano Beach, FL 33060 USA

To have packages sent to you by carriers such as **UPS, FedEx**: identify all your boxes with your name.

[Your Name]
c/o Bailey Contemporary Arts / Artist in Residence Program
41 NE 1st Street, Pompano Beach, FL 33060 USA

Visitor Policy

All individuals visiting an A.i.R. are welcome. Visitors are expected to abide by the City's Facility Guidelines. Please let City staff know if five or more visitors will be on-site for any period of time.

Emergency

In case of health, fire or other emergent situations, please call 911. In case of a fire or sounding of alarm, evacuate building immediately through the nearest exit. Please make note of all exits during the facility tour.

Security

Maintaining safety in and around the Bailey Contemporary Arts is a top priority. Do not give your alarm code or building keys to anyone. If you find yourself in an emergency, call 911.

Bicycles

Bailey Contemporary Arts Center has limited storage for bicycles in the rear of the downstairs facility. No bicycles are allowed to be stored upstairs or in the Facility.

Animals

No animals other than service animals are allowed in Bailey Contemporary Arts venue.

Artist Personal Property and Supplies

Each Artist is responsible for ALL of their own supplies including , but not limited to, paint, ink, canvas, wood, clay, glaze, metal, glue, screws, nails, hardware, paper, kiln firings, CDs and DVDs.