

KEYHOLE WORKSPACE RESIDENCY CONTRACT

Artist name: _____

Residency period: _____

Address: _____

Daytime phone number: _____

E-mail: _____

Emergency Contact: _____

By signing this contract, the Artist agrees to the conditions of the Keyhole Residency explained below. This contract may be canceled by the Ely Center of Contemporary Art (ECOCA) for any reason it deems fit.

The Keyhole Residency Program is a pilot program that provides free studio access for established and emerging artists to develop new work, grow artistically, and pursue career opportunities while in a supportive artistic environment. Any other use, or lack of use, of the Keyhole Residency will be considered inappropriate and reason to terminate the Residency.

ECOCA provides the following:

- Full access to the Artists' Studio, Artist Lounge and kitchenette for 6 weeks. Building entrance is available daily 8am-10pm. Access is available by use of the back door keypad using the number lock provided.
- Basic hand tools (such as drill, hammer, screwdriver) are available for use.
- Staff can be available to aid in moving in and moving out upon request.
- 2 hours of consultation time with staff.
- Each Keyhole Artist will receive one work table, chair, and air purifier for studio use. The ECOCA is not responsible for lost or damaged materials.
- Materials are not provided.
- \$200 stipend per artist.
- The ECOCA will provide a Studio Manual and an orientation tour of the facility the morning of October 1.
- A group exhibition of the artists in residence's work completed (but not limited to such work) will culminate to show and promote the new artwork. November 12, 2023- January 14, 2024.
- Promotion of the artists and their work on ECOCA's website, social media and e-blasts.
- One mandatory lunch meal a week will be provided. Schedule TBD.
- Artist is expected to participate in an artist talk, or other meet-the-public or public curriculum TBD.

Artist will be responsible for the following:

- Active participation in the studio and creation of new artwork. Failure to exhibit commitment to the residency can result in mid-term cancellation.
- Artist is expected to be present and working in the studio a minimum of 10 hours per week.
- Artist will be respectful of other participants.

- Keep their personal storage space and the workspace area clean. Studio maintenance is a responsibility of all participating artists.
- If the last person to leave the studio, the Artist will turn off all lights, faucets, appliances, and close windows.
- Provide at least one work (in progress is acceptable) for the end of residency exhibition.
- Provide information about their upcoming exhibitions, residencies, awards, and other career advancement for ECOCA's records and promotion purposes.
- Artists will not permit guests into the Studio for any reason. Professional visitors (curators, critics, etc.) are welcome, provided that the staff is informed.
- Any interactions with the public or with volunteers or members of the ECOCA family, whether planned or serendipitous, shall conform to ECOCA's principles of civility with a goal to cultivate belonging and connection.

Exceptions and limitations:

- All safety procedures and equipment are the responsibility of the Artist. ECOCA, its staff and/or participating artists are not responsible for any injury arising on the premises. Participating artists shall hold ECOCA harmless from and for any liability for any injury or damage to persons or property arising out of the use of the services, and/or facilities provided by the ECOCA. The Artist will be held responsible for broken or missing equipment.
- The Artist will not provide unknown walk-in visitors with information such as keypad number. Such information will only be provided by ECOCA staff.
- If the Artist should have a grievance of any kind he/she should inform the staff immediately so that the problem can be discussed and promptly resolved.

The Artist understands that the space is being offered as is. The Artist has been given the orientation tour, and the Studio Manual with detailed information about the facilities, equipment, tools and materials, operating instructions, and proper conduct. The Artist has read and fully understands the Manual, and has signed and returned the last page to ECOCA. By doing so the Artist acknowledges his/her awareness and the acceptance of the instructions and the rules of the Manual, which are incorporated by reference herein, and agrees to fully respect them.

Date Artist Signature

Date

ECOCA Staff Signature

Studio Manual

- Artist does not have permission to enter the private dwelling of ECOCA's tenant (second floor.)
- Artist has access to the galleries during open hours only.
- Artist may have use of the first floor kitchenette for small meals. Artist is responsible for cleaning up after use. There is no stove/oven in the kitchenette.
- Artist is not allowed to drill holes in the walls and/or make other minor alterations to the space without consulting staff and receiving written permission from staff.
- Backyard space is available for use during studio hours, 8 am - 10 pm.
- If spray paint or other toxic materials must be used, Artists must use them outdoors where ventilation is acceptable.
- There is no rooftop access.
- Artist has received and signed the lead based paint disclosure form.
- Artist is encouraged to run the air purification system whenever in the studio.
- Artists must follow the list of exit/end of day closing routines. A physical checklist will be provided for each artist.
 - Close windows.
 - Turn off all electronic devices when exiting the studio
 - Close open containers.
 - Remove food from studios to prevent unwanted pests- it may be stored in the kitchenette.
- Artist is responsible for emptying out their own trash and recycling into the outdoor trash and recycling bins.
- If a water leak or other troublesome building maintenance situation occurs, the artist must let staff know immediately. Artists can be contacted in person, by phone, or by email.
 - Staff members to contact are:
 - Seth Callander; caretaker: 802-356-8074
 - Aimée Burg; gallery coordinator: 718-614-8118, aburg@elycenter.org

Date Artist Signature

Date ECOCA Staff Signature

EMERGENCY ESCAPE ROUTE

From the third floor where studios are located there is one staircase.

Once on the second floor there are two (2) staircases that lead to the first floor. One immediately following the third floor staircase that leads to the kitchenette, another in the main gallery space.

There are three (3) exits that lead to the outdoors: the main entrance in front, a side entrance off from the Paint & Palette Club studio and the ramp exit on the other side of the building.

I _____ have been shown in person these stairs and exits and understand the exit strategies for ECOCA.

Date

Artist Signature

End Of Day Exit Checklist

- Close windows.
- Turn off all electronic devices when exiting the studio
- Close open containers.
- Remove food from studios to prevent unwanted pests- it may be stored in the kitchenette.
- Empty trash/recycling.