



## Arcadia Arts Initiative Cooperative Guidelines

### Membership and Subsidies

**Studio Artist/Artisan:** teaching/shop artist/artisan who subleases studio space from the Initiative. Eligible for a monthly 40% studio space subsidy (based on the Initiative space lease cost) and a monthly 100% basic utility subsidy (\$150/month maximum including natural gas, electric, water and sewer only).

**Resident Artist/Artisan:** teaching/shop artist/artisan who owns business space in Arcadia. Eligible for a monthly teaching workspace subsidy of \$0.45/square foot (to a maximum of 600 square feet). No basic utility subsidy is provided.

**Supporting Artist/Artisan:** an artist/artisan who works in a personal location (home, for example), but desires to support the Initiative and will participate in special events and workshops.

### Membership Information:

- **All members must meet the definition of “Artist or Artisan” as specified in the section “Definition of an Artist or Artisan”.**
- **All members must be approved by the Artists/Artisans Advisory Committee.**
- **All members are invited to attend the Artists/Artisans Advisory Committee meetings. Committee voting rights are limited to Studio and Resident members.**
- **All members must follow the “Cooperative Rules”.**
- **The annual membership fee must be submitted within 30 days after notification that a new applicant has been accepted into the Initiative. Annual fee renewals are due within 30 days of active member notification.**
- Studio and Resident Artist/Artisan annual membership fee is \$30.
- Supporting Artist/Artisan annual membership fee is \$25.
- Studio and Resident Artist/Artisan signage is provided by the Initiative.
- Supporting Artist/Artisan is provided with a window poster by the Initiative.
- Studio and Resident Artist/Artisan must provide a quarterly class plan/schedule at least 30 days prior to each new quarter which will be published on the Initiative website ([arcadiainarts.com](http://arcadiainarts.com)), and provide a quarterly summary of teaching activities at the first Advisory Committee meeting of each new quarter.
- All members are listed on the Initiative website and promoted through printed materials and media.

# Arcadia Arts Initiative Cooperative Guidelines

## Page 2 of 5

### Sublease and Subsidy Information:

- Initial one year subleases or workspace subsidies will be established followed by six month renewals.
- Lease and workspace subsidy payments will be made on the first day of each month by the Initiative. Sublease payments to the Initiative are due on the first day of each month. Utility subsidy payments will be made by the Initiative at least 7 days prior to the due date.
- A damage deposit of 50% of the monthly lease amount or a minimum of \$200. will be required for any studio space sublease applicant. The owners of buildings leased to the Initiative will maintain the general repair of the buildings and requests for routine repairs (heating, cooling, plumbing, electrical, leaks, etc) must be submitted to the Initiative unless it is an emergency – the building owner may be contacted. The Initiative will provide contact information.
- Enhancements to any building for studio work, or any damages as a result of anything other than “normal wear and tear”, must be removed or repaired prior to leaving the building at the risk of forfeiting the damage deposit or facing legal consequences.
- Rules define how the space can be used including safety rules for artists/artisans who may need to use flammable or combustible materials. Careful consideration will be given when new studio members come into the Initiative to ensure they share space with compatible art/craft forms.

### Definition of an Artist or Artisan

**Art:** the conscious production or arrangement of sounds, colors, forms, movements or other elements in a manner that affects the sense of beauty.

**Craft:** skill or ability in handwork or the arts.

**Artist:** a person who creates a work of art; a professional performer; a person who works with dedication, devotion and skill in the creation of an art form by hand.

**Artisan:** a person who is a skilled craftsman; a person who works with dedication, devotion and skill in pursuit of a craft; a person who creates craft items by hand.

The term **Artist or Artisan** can apply to painters, musicians, performing artists, print makers, those who draw or fabricate using mixed media, creators of artists' books, bookbinders, papermakers, arts photographers, potters, fiber artists including weavers, spinners and dyers, quilters, woodworkers, sculptors, jewelry makers, basket weavers and others. An applicant for membership in any of these categories, or others, will be required to personally present their resume and examples of their creations to the **Artists/Artisans Advisory Committee** for review, consideration and approval by a two-thirds majority vote.

# Arcadia Arts Initiative Cooperative Guidelines

## Page 3 of 5

### Definition of an Artist or Artisan

An artist/artisan is a person regularly engaged in and who derives a portion of their annual income from creative art or craft work, including teaching, executed for a “one of a kind, limited” production exclusive of any piece or performance created or executed for industry oriented distribution or production. Artist/artisan members (**Studio and Resident**) of the Initiative must teach, in Arcadia in studio or workshop venue, a minimum of three classes per quarter or 90 hours per year in order in order to qualify for the applicable subsidy (or subsidies).

### General Guidelines

- Every attempt will be made to make studio space diversified in order to make it more interesting to visitors and customers.
- Artists/Artisans from Hamilton County will be given first preference for space.
- Artists/Artisans must have been working in or performing their creative function for a minimum of one year prior to applying for membership.
- Artists/Artisans must submit to a background and credit check prior to acceptance into the Initiative.
- If all available studio spaces are filled at the time of application, the applicant must include a \$25 non-refundable fee and will be placed on the waiting list in the order of application receipt.
- The Director of the Initiative and other voluntary administrative personnel cannot vote with the Advisory Committee.

### Hours of Studio and Resident Artist/Artisan Operation

The Arcadia Arts Initiative is dedicated to the revitalization of historic Arcadia, especially the downtown district. It is essential that studios and resident locations be open for regular operating hours during potential visitor traffic periods, and especially for all special events such as festivals, special workshops, and scheduled visits such as the Indiana Transportation Museum trains and tourist groups.

Artists/Artisans sharing cooperative space must work together to ensure that at least one member or viable representative (someone very familiar with the art/craft form) is present.

Studio or workspace may be utilized at any other time of the day or evening for work or classes, but not as a place of residence.

## Arcadia Arts Initiative Cooperative Guidelines

### Page 4 of 5

#### Hours of Studio and Resident Artist/Artisan Operation

If a member artist/artisan cannot be present in their studio or resident location during the specified operating hours, or during special event/visit periods, every attempt should be made to have a viable representative substitute for them and the Director of the Initiative should be advised at least 72 hours in advance unless an emergency situation has occurred.

Variations to the operating hours by any member artist/artisan must be presented to the **Artists/Artisans Advisory Committee**, in writing, for review, consideration and vote by a two-thirds majority.

#### **Regular Operating Hours for Studio and Resident Artists/Artisans:**

##### January – April

**Saturday**  
10:00am – 5:00pm

##### May – October

**Wednesday – Friday**  
12:00pm – 5:00pm

**Saturday**  
10:00am – 5:00pm

##### November - December

**Friday**  
12:00pm – 6:00pm

**Saturday**  
10:00am – 5:00pm

**Sunday operating hours shall be scheduled for special events only after review and vote by a two thirds majority of the Artists/Artisans Advisory Committee.**

## Arcadia Arts Initiative Cooperative Rules

All artists/artisans participating in the Arts Initiative must agree to comply with these rules and must agree to subsequent rule changes or revisions so long as they are voted for by a two thirds majority of the **Artists/Artisans Advisory Committee**.

- The Arcadia Arts Initiative will maintain a minimum of one million dollars liability insurance on all leased buildings and spaces. Studio and Resident artists/artisans must maintain a minimum of one million dollars liability insurance, also. Studio artists/artisans must maintain renter's insurance for personal property protection naming the Arcadia Arts Initiative as the "additional insured". Proof of insurance is required prior to occupying a studio.
- Studio and workspace must be used for teaching and the display and sale of the artist/artisan creative works only. Member artists/artisans may display and offer for sale their creative works in any of the Initiative studios or resident workspaces. This activity must be agreed to and coordinated with the studio or resident artist/artisan occupying the location. The display and sale of creative works by non-member artists/artisans in any Initiative venue must be approved by the **Artists/Artisans Advisory Committee**.
- No more than three artists/artisans may sublet any studio location unless sufficient space is available.
- Artists/artisans are responsible for their window display signage. The design of such signage must be submitted to the Director of the Arts Initiative for approval prior to installation.
- Any exterior decorations, furnishings, etc. must be approved by the Director of the Arts Initiative.
- Artists/artisans may not sublet their studio space or workspace to others.
- Each artist/artisan must maintain their own sales tax account with the Indiana Department of Revenue. The Arcadia Arts Initiative is not responsible for the payment of any taxes.
- The creative works of all artists/artisans must be exhibited in their respective studio or resident spaces and be clearly identified for public viewing. Items for sale must be clearly marked. Shared studio space members must be able to make a sale within the guidelines of the creator of the item – clearly marked price, identified item, whether cash, credit or check can be used, etc.
- All studio and resident members must maintain cleanliness and organization in their locations. If a restroom is available it must be maintained clean and orderly and made available to all visitors.
- It is the responsibility of all studio and resident members to maintain a safe work/display area. Flammable or combustible materials must be safely utilized and stored.
- Any grievance by a member artist/artisan against another or the Arts Initiative must be made in writing clearly stating the concerns, submitted to the Director of the Initiative, and acted upon by the **Artists/Artisans Advisory Committee**, in meeting, with all involved parties present. Trust is of paramount importance to the success of the Arts Initiative.