

# MUSE<sup>BK</sup>

Where Art Works

## Studio Policies Members Agreement

Members signing this agreement affirm that they have understood the studio policies and how Muse operates. By signing you acknowledge that violation of studio policies results in termination of membership.

### Membership and Payments

Membership at Muse costs \$200/month. Memberships are month to month with no commitment. Muse can accept up to 20 members at a time. Priority is given to long term members (those who anticipate 6 months or more of continual membership). A personal liability waiver is also required to join as a member, you can find it on our website. Membership fees are payable via Venmo, Zelle and PayPal. This fee is due on the first of every month. If you join in the middle of a month your fee will be pro-rated for the remainder of the month and regular payment schedule will begin on the first of the next month. Access will be granted to members who are up to date with their payment.

### Accessing the Space

Entry to Muse is guaranteed from 9am-9pm, Sundays through Thursdays. Friday hours will vary; generally Friday access will be from 9am-4pm. Access will not be available on Saturdays or on Jewish Holidays. Members will contact the director at least 30 minutes prior to their arrival to guarantee being admitted in a timely way. Simply send a text (number will be provided on receipt of this agreement). The door will be unlocked for members when they arrive; failure to notify at least 30 minutes in advance may result in lag time (essentially, if you're coming without this notification, you may have to wait a few minutes before you reach the director and are let in. Avoid this by giving a reasonable heads up when you're on the way. The door will be unlocked for you whether Lenore is onsite or not but she will need to know to expect you and be available when you arrive. Coming in on a whim at the last minute is perfectly fine and always an option, but in this case you'll need to be patient if it takes a moment to get in touch).

### Security

Our building is secured with a Simplisafe security and monitoring system. This includes a deadbolt lock and security cameras at the main door and the door of Muse. Members must purchase their own property/health insurance. Muse does not carry a general property insurance policy and members who leave work onsite do so at their own risk. We do have an insurance policy that covers your guests and attendees of any classes you teach or events you run (you won't have to ask everyone who visits you to sign a waiver).

### Working in a Shared Environment

The workspace at Muse is flexible. Members are free to rearrange the provided tables, easels and chairs as needed during their studio time. Members are expected to return items to the original layout at the end of their sessions (a floorplan will be onsite for reference). General cleaning services will be provided once a week; members are responsible for cleaning up their own work area and materials after each session.

Muse provides a common, shared workspace. This will sometimes be empty of other people and at times, you will be working alongside others. Everyone is expected to act with basic, reasonable etiquette and respect toward their

fellow members. This includes:

- Never touching or moving someone else's work or supplies without their permission.
- Cleaning up after your studio time: personal supplies back in your own dedicated area, works in progress hung on the provided hanging track system on the walls (not left on easels or tables, the space needs to be kept clear for everyone's needs).
- If something you've discarded is particularly offensive in odor, empty that bin when you leave.
- Eating anything more than a snack in our common kitchen, not the studio room.
- Posting important studio visits, classes and approved events in our common google calendar, so people know what to expect when they come in to use the space.
- Being considerate about noise levels and music while working alongside others-- what motivates you may be distracting to some and you should be mindful of this/adjust accordingly if it's an issue.
- Ensuring the studio door is locked if you're the last to leave.

Supplies left out after you leave will be considered available for common use unless there is a physical reason you can't move them temporarily. In this case, notify other members of this (leave a note and don't leave things like this right in the center of our workspace).

## **Supplies/Works in progress**

Dedicated, onsite storage will be provided with your name on it (two 13" cube units with storage bins). At times there may be more storage cubes available (when our membership isn't at capacity or when there isn't a class meeting regularly, for example). Members are welcome to claim extra storage units (above the two they are guaranteed) with the understanding that these may be reclaimed by the studio at any time (with notice given). All items left in the general area or on common shelves will be considered available for general use. Muse provides basic common supplies to members such as brushes, a basic toolkit, papers, cutting and illustration/drafting supplies, etc. Gallery track hanging systems are installed on every wall for storing works in progress. Finished works may not be left onsite unless they are being included in our rotating gallery.

## **Onsite Facilities/Gallery/Visibility**

Muse is housed within a suite of offices. Other onsite businesses include a music recording studio, a photographers' studio/collective, and real estate offices. We share a reception area, hallways, and kitchen. Cleaning service for all of these is provided. Heat and A/C is provided. Muse maintains a rotating display of members' work throughout common areas in the building. These will be displayed with signage identifying you as the artist and an option to purchase work through Muse. Works sold while on display in our gallery will be subject to a 10% studio fee. If you would like us to handle selling, packaging and delivering or shipping your work, the fee for sold works is 20%. Muse maintains a website (Musebk.com) and instagram account (@Musebkcollective). Members are present on our site on a dedicated page (Our Artists) which includes your bio, 3 images of your work, and links to your websites and social media. The instagram account will feature members and their studio events. Email your images, bio and links to MuseBKcollective@gmail.com to have them displayed on our site for the duration of your membership.

## **Guests**

Members can host studio visits and bring guests into the space as needed, however, guests using the space for their own creative work are required to pay for a \$40 day pass. These passes are not offered to the public and may only be used when a hosting member is present at the studio.

## **Studio Events/Classes**

Members can reserve time at Muse to teach private or group lessons. All classes must be scheduled with at least 1 week's notice and will be subject to a fee of 10% of class cost (If you charge a student \$100, the studio gets \$10). Class scheduling will be according to availability. Studio events such as pop up shows, artist talks, drink and draw, private events, etc can be scheduled with 1 week's notice, subject to availability. Non members will pay a studio

fee of \$500 to use the space for a one time event. Members pay a reduced \$100 studio fee for their own one-time events. Art Classes are not considered one-time events. An event being run/staffed collaboratively between more than half of Muse members or representing more than half of Muse members' work is exempt from the studio event fee. Our main workspace can comfortably seat 24 attendees. Members are welcome to come and use the space while another member has a class or event in session, these will all be posted on our common Google calendar so that you can make your plans accordingly (ie if the class is large and that would prevent you working for that hour, you'll know about it in advance). Members will be given invitations to this calendar after they join.

## Safety

We are committed to maintaining a healthy working environment for artists. The fumes/VOCs released by drying paint and solvents have been linked to serious and irreversible health issues like nerve damage, reproductive harm and cancer. Muse is the only art space in Brooklyn committed to teaching and requiring safe practices by members so that we can all breathe easier where we work. There are alternatives for every traditional art supply that don't require you to put your health at risk, we are happy to provide recommendations and tutorials if you need them. If our membership numbers reach capacity, Muse will be able to sponsor and provide a full set of safe, organic acrylic paints and water-soluble oils for members' use. We are committed to providing this for you as soon as we are able. Until then...

Spray paint or solvents (turpentine, turpenoid, gamisol, etc) of any kind are not allowed in the space (dilute your oil paints with oil!); preference for membership will be given to artists who work with non toxic materials such as organic acrylics, watercolors, ink, etc. All acrylic painting must be done near the windows, with the windows open. This is to protect from the harmful fumes that evaporate from all paints. All drying paints, even if odorless, release harmful vapors. Correct, safe procedures for disposal of paint and cleaning brushes will be demonstrated to you when you start your membership; it is imperative that these practices are followed to prevent damage to the plumbing system in our building. Power tools, knives and other potentially dangerous tools are always onsite at Muse. For this reason, members are required to sign personal injury liability waivers to access the space. Members, their guests, and event attendees must all be 18+.

By signing this agreement I acknowledge that I have read, understood and accept the studio policies and procedures outlined above. I understand and accept that violation of any of these policies will void my membership at the sole discretion of MuseBk founder and director, Lenore Cohen.

Founder and Director of MuseBk LLC  
Lenore Cohen

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Participant and Muse Member

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***These policies help ensure a productive, comfortable working environment for all. Thank you for your support of Muse, the only community space dedicated to working artists and their creative pursuits. Most importantly, welcome, and we look forward to seeing you in the studio!***