

Studio Policies

Members Agreement

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

Members signing this agreement affirm that they have read and understood the studio policies. By signing you acknowledge that violation of studio policies voids your membership.

Membership and Payments

Membership at Muse costs \$206/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 signed personal liability waiver is also required to join, you can find it on our website. Membership fees are payable via a link that will be shared with accepted Members. The fee will be charged monthly, automatically, and can be cancelled at any time. Access will be granted to members who are up to date with their payment.

Accessing the Space

Entry to Muse is available daily from 8AM-12AM via our security system, which recognizes registered and paid members by their fingerprints. Your fingerprint is your key; access the workspace at any time and ensure the door is shut when you exit. The lock will activate automatically when the door is closed. The last member to leave after 8pm is responsible for setting the building alarm; the code will be provided to you after your membership is activated. To ensure the security of all, no entry is permitted after 10PM (you may work until 12). Once the signed studio agreement, liability waiver and payment have been received, Members will schedule a move-in date with our director. After this meeting you'll be able to access anytime during the above hours. Between 12AM-8AM a secondary lock will activate on the main door; this is to ensure the security of everyone's belongings. Muse cannot accommodate events or work hours after 12AM. Attempting to enter after 10PM and failure to set the alarm when leaving anytime after 8PM endanger us and other businesses based in this space; this is grounds for having your membership revoked. Access is currently prohibited on the Jewish Sabbath and Holidays for security reasons.

Security

Our building is secured with a fingerprint-access deadbolt lock, a secondary lock for off-hours, an ADT alarm system and security cameras. CCTV camera footage is stored for one week. If you need help from management to settle claims made regarding damages to work and supplies, you must alert us within one week of the incident. Members must purchase their own property/personal liability insurance. Muse carries a basic general property/injury insurance policy but it may not cover the full extent of damages claimed. Members who leave work onsite do so at their own risk. Our insurance policy extends to 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). Displaying finished works in our onsite gallery is similarly done at your own risk with the understanding that our insurance policy will not cover damage that may be incurred to artwork while on display for any reason. Participation in art display or any other activities at Muse is voluntary and undertaken at your own risk. Any members found to be damaging property within the building belonging to others, or accessing areas not designated as common space or the Muse studio, are obligated to reimburse owners for any property damage they cause. Claims will be proven using security camera footage. Any member who endangers the safety and wellbeing of others or is found to otherwise violate these security measures will have their membership revoked.

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.
- Posting important studio visits, classes and approved events in our Members-only Whatsapp group, so people know what to expect when they come in to use the space. Doing this is important also to ensure that the space isn't double booked for special events and classes. Register ALL classes and events with management at least 1 week prior to reserve 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 closed and locked if you're the last to leave. Setting the building alarm system if you exit after 8PM.

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 of explanation, 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 storage 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 a special event, the onsite gallery display, or a pop up show. In the event of membership ending, supplies not collected within 30 days will be considered common supplies for the studio.

Onsite Facilities/Visibility

Muse is housed within a suite of creative offices. Other onsite businesses include a music recording studio, a photographers' studio/collective, and others. We share a reception area, hallways, and kitchen. Cleaning service for all of these is provided. Muse maintains a display of members' work throughout common areas in the building. This rotating display will be curated and rotate monthly, featuring works by member artists. Works sold through the gallery will be subject to a 20-80% commission split with Muse. Once weekly cleaning services, Wifi, Heat and A/C is provided at the workspace. Muse maintains a website (Musebk.com) and instagram account (@Musebkcollective). Members are presented 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. Once yearly Muse will host an open studios and pop up show event; with prior scheduling, members may host their own events throughout the year. As we expand membership and capacity we plan to offer more events like a Master Class Series with visiting artists, Drink and Draw events, and Artist Talks.

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 may only be used when a hosting member is present at the studio. Security camera footage will be reviewed weekly to ensure that all members and their guests adhere to this policy; if you take advantage of our space this will limit our operating capacity and you will void your membership.

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 15% of class revenue (If you charge a student \$100, the studio gets \$15). 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 in good standing (those who have been joined for at least 3 months) pay a reduced \$100 studio fee for their own one-time events. Art Classes, even single time classes, are not considered one-time events. 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 in our common Whatsapp group and in the events calendar on our website 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 access to this group after their membership is activated. Members can attend weekly art meetup for no additional charge. Members attending Drink and Draw may do so free of charge when bringing a friend.

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 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

Participant and Muse Member

Print name

Signature/Date

Signature/date