



RESIDENCY INFORMATION 2015

Welcome to Fire Arts, Inc.

Our Mission:

Fire Arts is a non-profit organization dedicated to the creation and appreciation of the three-dimensional arts such as sculpture, pottery, and jewelry.

We offer exhibitions, workshops, student summer programs, lectures, demonstrations, tours, and community events focused upon 3-D expression.

FIRE ARTS provides studio and showroom access for resident artists who are interested in sculpture, pottery, and jewelry; disciplines that often, but not exclusively, use fire during the production process. Fire Arts Inc. has facilities for pottery making, modeling, casting, stone carving, fabric, mixed media, woodworking and welding facilities that are shared by all artists. Fire Arts strives to provide the major equipment like a slab roller, pottery wheels, welders, saws, drills, an industrial air compressor, a clay extruder, kilns, a bronze melting furnace, a wide range of miscellaneous hand tools and group furniture. Media specific smaller tools and raw materials are the responsibility of each artist. Artists also pay for the fuel they use to produce their artwork. As a non-profit we work hard to continually improve the facility.

FIRE ARTS, Inc. offers:

- * A large, equipped studio in which to work
- * Emerging and professional artists with whom to associate
- * A lounge for social interaction with other artists
- * A sales & promotion bulletin board that will alert you to opportunities
- * Ongoing exhibition and sales opportunities within The Fire Arts Showroom. We are located within the area designated as the South Bend Arts Corridor.
- * The opportunity to interact with the public in many ways
- * Qualified artists are encouraged to offer classes to the public
- * Online promotions through the website, monthly newsletter and Facebook
- * Occasional ads, reviews and write-ups in local newspapers
- * Participation within group exhibitions on and off site (Art Beat, First Fridays, and others)
- * The opportunity to request a solo show is available but not guaranteed.

GENERAL OBSERVATIONS

Our artists are honest, careful, capable, creative and considerate. They are team players working toward the common good. We have a large shared space; therefore everyone must clean up after him or herself and contribute to the common need as well. Shared workspaces, such as community tables, are for active projects, not for storage.

FULL-TIME RESIDENT ARTISTS

A FULL-TIME RESIDENT ARTIST is an approved artist deemed capable of working independently. FTR artists desire the flexibility of having anytime access to the facility. The resident gets a key to the building and therefore can work at any time of the day or night. There is a one-time capital fee of \$500, which will be spent on maintaining and improving the facilities, and an operating fee of \$150 a month to cover the costs of keeping the building open. The minimum residency period is one year, renewable. Upon receiving their key, A FULL-TIME RESIDENT ARTIST must be trained on and demonstrate proficiency with correct procedures for opening and closing the building.

Approved artists who lack the \$500 buy-in fee can opt to pay \$200 a month for a period of one year; therefore satisfying the \$500 buy-in in twelve \$50 increments. After that first year their rent will be reduced to \$150 monthly. FTR artists must commit to a minimum one-year residency.

BENEFITS for FULL-TIME RESIDENT ARTISTS:

- Automatic acceptance in the showroom
- Inclusion in Fire Arts publicity and our website
- Inclusion in appropriate commission proposals
- Inclusion in the Fire Arts meetings and activities
- Fire Arts Business Cards
- Storage Cabinet and shelf area tailored to needs and availability
- 24/7/365 Keyed access to the building
- Annual Parking Pass
- WIFI access while on site (Yvonne or Bill can help you set this up)

**To become a FULL-TIME RESIDENT ARTIST, you must apply in writing and submit a portfolio to the board. Artists who are new to Fire Arts are encouraged to first become a PART-TIME RESIDENT ARTIST for a minimum of a one-month orientation period.*

PART-TIME RESIDENT ARTISTS

A PART-TIME RESIDENT ARTIST is one who is deemed capable of working independently. The PTR artist may use the building on Tuesdays and Thursdays from 12 p.m. to 9 p.m., Wednesdays, Fridays and Saturdays 12 pm a.m. to 5 p.m. Access is tied to our hours of being open to the public. Fee is \$75/month. PART-TIME RESIDENT ARTISTS commit to a six-month renewable contract.

BENEFITS for PART-TIME RESIDENT ARTIST:

- Automatic acceptance in the showroom (work on display while rent payment is current)
- Inclusion in Fire Arts publicity and our website
- Inclusion in appropriate commission proposals
- Inclusion in the Fire Arts meetings and activities
- Fire Arts Business Cards
- One Storage Cabinet or shelf (reserved while rent payment is current)
- Studio access during open hours
- Parking Pass
- WIFI access while on site (Yvonne or Bill can help you set this up)

DAILY USE OPTION

Artists/students who have taken a class within the last year and would like to use the building, may take advantage of the "day by day" usage option. Daily use artists are limited to working in the medium in which they received instruction while a student at Fire Arts. Day by day working time is allowed only during our open hours. No storage is provided. DUO artists must supply their own hand tools and materials. Fee is \$10 per day. A fee of \$40 per day will be required for those working in metals due to the cost of equipment and maintenance. Fees are payable each day. The DUO artist is responsible for any additional fees such as kiln firing fees. DUO artists are not eligible for Part-Time or Full-Time Resident Artist benefits. Storage and showroom space is not provided. Business cards are not provided. The artist will not be included in promotions.

BENEFITS for PART-TIME ARTIST_IN RESIDENCE:

Daily use of the facility limited to trained media area

THE OTHER COST OF BEING A MEMBER: TIME

Everyone is required to clean up after him or herself before they leave the building and to spend perhaps ten minutes of each visit doing something for the good of the group. This can include sweeping outside the building, taking out some trash, cleaning the bathroom, dusting the showroom, sweeping one area, and any number of maintenance or office chores. We have no staff to do these chores; therefore the artists themselves must do them.

WORK DAYS: As the need arises, one of the officers organizes a weekend workday. It may be a 'Clean to the Walls' day, a day to improve one area of the studio, or the day we get ready for one of our large public shows. We also hold an Artists Meeting now and then, particularly before each public show, to decide what we want to do.

FIRST FRIDAYS, ART BEAT and other community events are opportunities to not only promote you but Fire Arts Inc. as well. Fire Arts and our visitors always appreciate having working artists in the building on 1st Fridays. We are developing our presence at Art Beat. Please consider showing and selling your work under The Fire Arts' tents. The percentage that goes to Fire Arts helps us maintain and improve the facility. Your help at events involving the public is encouraged and appreciated.

DO YOU HAVE A FACEBOOK PAGE? Consider promoting your own artwork through your page and announce Fire Arts Events as well. Have you "friended" or "liked" the Fire Arts Facebook page? Encourage your FB friends to like the Fire Arts Page as well.

DO YOU HAVE A PERSONAL ARTIST WEBSITE? Be sure to share the "url" with the office so that we can include a link to your website within your bio.

MISCELLANEOUS INFORMATION

1. Put your monthly checks or cash into an envelope and put it in the treasurer's mailbox. Please include a note that connects the payment to your account and which month it covers. You may also make your rent payment through Paypal. Use the info@fireartsinc.com email address as the recipient. Be certain to use the "Send money" to "Family or Friends" and use your bank account as the funding source option. If your payment is withdrawn from your linked bank account and not a credit card, neither you nor Fire Arts Inc. will be charged any fees. Essentially it is an eCheck. When you use Paypal please let us know (verbal, text or email) that you have made your payment by informing Marilyn, Ralph, Bill or Yvonne. Rent may also be paid with a credit card using the terminal in the showroom. Again with credit card use, Fire Arts Inc. will be charged a fee for accepting your payment through a credit card. We are looking into adding a service fee to credit card payments.
 2. If you have a suggestion, feel free to express yourself to a board member either verbally or in writing. You may also request to sit in on a board meeting to present an idea or to gain insight into the mechanics of Fire Arts.
 3. Tell the office all your good news so we can publicize your accomplishments.
 4. Orientation: You will be asked to fill out a Rolodex card, an emergency contact form, an inventory of your personal equipment and tools, and things of that sort. You will also be given the safety tour to learn where to find the lights, fire extinguishers, and other important things.
 5. Artists are asked to fill out their own consignment inventory sheets and to label their artwork with Fire Arts business cards.
 6. Check the bulletin boards for information about shows, competitions for commissions, and news of interest to members.
 7. Sales commission checks are normally issued at the end of the month in which the sale occurred.
 8. You may store lunches in the refrigerator and use the microwave oven as needed. There is pop and water available for purchase in the refrigerator, please put your payment in the "coffee" can in the door of the refrigerator.
 9. Coffee is available in two forms. You may brew a pot or use the Keurig to make a single cup. Neither of these is free. Please pay before you imbibe. The artists who brought in the pop, water and coffee must be compensated for making these beverages available.
 10. Review and update your biography for the webpage. We try our best to include each artist on the webpage. If you are not represented and wish to be included the first step is to provide a biography or artist's statement and to submit these to the office. Also include jpg.'s of a representative sample of your work.
- Damage to Equipment – Individuals who damage any in-house tools must pay for the repair or replacement of that tool, unless it has been determined by the board that the damage to the tool was due to normal wear.
11. Use of Space – The studio guarantees working space only. If at all possible each artist will be assigned a storage area for his or her tools, art materials, and works in progress. Additional storage may be provided under certain circumstances, such as during preparation for a show or during the production of a large commission sculpture. This will be discussed for each situation.
 12. Visitors – Friends, family and children of members are encouraged to visit the studio under the supervision of the related artist. Artists may bring in a friend or family member to assist them in their work. Guests may, under the guidance of the Resident Artist, have a studio experience (i.e.: make a pot) but a guest fee of \$10 for the day must be paid. The hosting artist is responsible for supervision, providing materials and making certain that their guest follows studio rules. The guest's presence must not infringe upon studio access of Resident Artists.
 13. Use of Power Tools – Individuals experienced with safely and competently using certain power tools and other large equipment may do so at any time. Everyone must know their limitations and be responsible. Artists who lack experience using certain tools must be mentored and supervised by an experienced Resident Artist until they can independently, safely and competently use the tools.
 14. Use of Hand Tools–Fire Arts has a wide range of hand tools available for your use. It is essential that tools be returned to their "home" after you are done using them. We always appreciate donations of hand tools etc. Should you use a material such as packing tape or glue, please provide replacement for what you have used.
 15. Clean up after yourself. Do not leave the building until you have cleaned your own area and have "rehomed" any Fire Arts' tools you have used. Artists should never have to clean up someone else's mess before working in an area. Visitors will also want to see the studio at its best.
 16. You may have noticed that Fire Arts is dog friendly. Well-behaved, socialized, housebroken and vaccinated dog friends are welcome but you must maintain control over your dog at all times.
 17. Cleaning the Common Areas – Every artist will do their part to keep any area that they have been in neat and clean. If you have made a mess anywhere, clean it up. This extends to the lounge area. Wash your dishes and silverware please.
 18. NO Smoking allowed in the building, ever.
 19. Access to the secured Fire Arts Wi-Fi is available for our Resident Artists. Please ask a knowledge member with office access to help you setup your device.
 20. Alcohol Consumption/Drug Usage –Fire Arts Artists must respect state laws relevant to alcohol consumption. Use good sense when mixing alcohol and working in the studio. Illegal drug usage of any sort is strictly prohibited anywhere on

the property, breaking this rule will result in expulsion and your rent will not be refunded. Fire Arts Inc. is a non-profit and maintaining a pristine image in the community is necessary.

21. Other Safety Issues - When working after dark, it is recommended that you go to the parking lot with a buddy. If you are one of the last two people to leave the building, please wait to see that the other person's car is functioning. If you must leave on your own, please use good sense and awareness. Make sure your car is locked and valuables are out of sight when using our parking area. It is best to not leave valuables in your car. Make sure you have your Fire Arts parking tag hanging from you mirror with the current year's sticker in place. Keyed members have the responsibility to perform the exit checklist when closing up the building. The checklist is posted next to the alarm consol. If you are working during non-business hours, you may park your car in the customer spaces.

22. Please make certain that you have filed an emergency contact form with the office and please keep it and your contact information updated.

RULES & POLICIES

The board of directors shall handle all cases of violations of rules and standards as established by the full member community. This can include, but is not limited to, failure to pay fees on time, misuse of tools and equipment, unsafe practices, failure to abide by the rules of the organization, activities deemed to be inappropriate, and failure to work cooperatively with other members.

Theft or any illegal activity in or on the Fire Arts property will result in expulsion from the group. Paid fees are non-refundable in these circumstances.

Payment of Bills – In order to be not considered delinquent, rent is to be paid within the first seven days of each month.

Full-time and Part-time artists are required to make timely rent payments. Your rent payment is a contractual agreement with Fire Arts Inc. and comes due at the first of each month. There is a seven-day grace period for late payments. Should you need a leave of absence for health or other extenuating reasons you must submit a written leave request to a board member. Communication is essential. We are very understanding about emergencies etc.

Leave of Absence Policy

Artists who need to take a leave of absence for whatever reason must notify (verbal, text or email) one of the officers of their intentions and the duration of their leave at least two weeks prior to the projected start of their leave (unless there is an emergency). Full Time Resident Artists are required to pay \$75.00 per month and Part Time Resident Artists are required to pay \$35.00 per month to maintain membership and reserve their storage areas and presence in the showroom. These fees are half the cost of the monthly fee. Artists electing to not pay for membership while they are on leave will need to clear out their storage area for duration of the leave. They will also need to remove any finished artwork from the building. In addition to clearing out their storage area, these artists must also surrender their key for the duration of their unpaid leave. Upon membership renewal, Full and Part Time Resident Artists are welcomed to again claim a shelf or cabinet, if such space is still available. (Your original space may or may not be available.) Upon membership renewal Full-Time Resident Artists will be re-issued their key.

**Any members who do not return at the end of their projected leave time will be contacted concerning their intentions. Any equipment, materials, or art work left for 30 days beyond the artist's projected return date will be considered abandoned and will become the property of Fire Arts Inc. Communication with the board is essential to avoiding problems and misunderstandings.*



RESIDENT ARTIST APPLICATION

_____ **FULL-TIME RESIDENT ARTIST** with buy-in (\$500 buy-in, \$150 a month rent)
Get a key and use of 365 days per year, 24 hr access as long as rent payments are current. One year commitment.
(Enclose \$650 with this application form. The check will not be cashed unless you have been accepted.)

_____ **FULL-TIME RESIDENT ARTIST** with incremental buy-in (\$200 a month)
Get a key and use of 365 days per year, 24 hr access as long as rent payments are current. One-year commitment. \$150 a month after first year. (Enclose \$200 with this application form. The check will not be cashed unless you have been accepted.)

_____ **PART-TIME RESIDENT ARTIST** -\$75 month with a minimum six-month commitment. PTR artist has access during normal open hours, currently Tuesdays and Thursdays from 12 p.m. to 9 p.m., Wednesdays, Fridays and Saturdays 12 pm. to 5 p.m.

*Rent for the first month may be pro-rated if the artist's start date is after the first of the month.

APPLICANT INFORMATION

NAME.....ARTISTIC DISCIPLINE/S.....

PHONE NUMBER (landline).....CELL.....

EMAIL (print carefully).....

ALTERNATE EMAIL:.....

ADDRESS.....CITY/STATE/ZIP.....

BIRTHDATE:...../...../.....

ARTIST WEBSITE:.....

Enclosed is a check/cash for \$..... DATE.....

I have read the document, RESIDENCY INFORMATION 2016, and I agree to abide by the rules and policies contained in it. I accept responsibility for my own actions, and I am a team player willing to work for the common good.

Artist's Signature: _____ Date: _____

Application Accepted by: _____ Date: _____

FIRE ARTS, INC. 305 East Colfax, South Bend, IN 46617
(574) 282-2787 info@fireartsinc.com www.fireartsinc.com

For artists renewing their residency:
I have read the updated 2016 residency contract and understand its contents.
Artist's Initials: _____ Date: _____

Emergency Information

Name _____

(Home) Phone Number _____

(Cell) Phone Number _____

Emergency Contact Person (1) _____ Relationship _____

Phone Number _____

Emergency Contact Person (2) _____ Relationship _____

Phone Number _____

Name of Doctor(s) and Phone Number(s)

Hospital of Choice

Any Medical Concerns and/or Procedures We Need to be Aware of: (Circle one) Yes or No

Yes, these are my special instructions: _____

Signature _____ Date _____

Please sign this form to give Fire Arts Inc. to use your image or the image of your work on our media sites or in print. If you are 18 yrs or older you may sign this yourself. If under 18 yrs a parent or guardian must sign for you.

Fire Arts Inc

305 E. Colfax Av

South Bend, In 46617

574-282-2787

GRANTS OF RIGHTS

I _____ grant permission to FIRE ARTS, INC. to
(Please print your name)
use my photo in their newsletter, website, or other publicity tool.

As parent or legal guardian, I also grant FIRE ARTS INC. the right to use my child(ren)'s
photos in the same manner.

(Please print the name(s) of your child(ren)?)

I understand that neither I nor the minor(s) named above will receive any financial or
other tangible compensation for granting this right.

Signature

Date