



## RESIDENCY INFORMATION 2024

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 expected to be honest, respectful, 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 after serving their 3 month trial part-time residency. FTR artists desire the flexibility of having anytime access to the facility. The resident gets a key to the building, an alarm system code and therefore can work at any time of the day or night. 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.

### **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  
Inclusion in off-site Fire Arts group shows  
WIFI access while on site (Yvonne or Bill can help you set this up)  
FTR artists receive 80% of the total of their showroom sales.  
If you teach a workshop/class at FAI you will receive 60% of the collected tuition (outside artists receive 50%)

*\*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. PART-TIME RESIDENT ARTISTS commit to a six-month renewable contract. We prefer new PTR artists pay for the first 3 months' rent upon acceptance of their application.

### 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)  
Inclusion in off-site Fire Arts group shows  
PTR artists receive 80% of the money from showroom sales of their work.  
If you teach a workshop/class at FAI you will receive 60% of the collected tuition (outside artists receive 50%)

### DAILY USE PASS ONLY AVAILABLE TO STUDENT ARTISTS

Should a student need additional time beyond the final day of their class, they may choose to pay for a "Daily Use" pass. Daily Use Artists are limited to working in the medium in which they received instruction at Fire Arts. DU working time is allowed only during our open hours. No storage is provided. DU student artists must supply their own hand tools and materials. Currently the fee is \$10 per day. The artist must check in at the office and fees are payable each day before the start of the work session. The DU student artist is responsible for any additional fees such as kiln firing fees. DU 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.

### THE OTHER COST OF BEING A MEMBER: TIME/VOLUNTEERISM

Everyone is required to clean up after themselves 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 paid staff and these chores are the duties of all the members.

**WORK DAYS:** As the need arises, one of the officers will organize a workday. Usually but not always, these cleanups are held in the Autumn and Spring. 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. During these major cleanups we welcome friend and family volunteers to help us out. Every member is expected to help out during the major clean-up day/s. If you cannot attend on the proposed date. then you are asked to pick an area and spend an equivalent number of hours cleaning or improving that area.

**SECOND SATURDAY'S, 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 2<sup>ND</sup> SATURDAYS. We intermittently have an organizational presence at Art Beat, the extent of which is determined annually. 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 green 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 cash, check, CASH AP (fee-less) Paypal or Square. An additional fee will be added to offset to Paypal or Square fees. Use the [info@fireartsinc.com](mailto:info@fireartsinc.com) email address as the recipient. 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.
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. Please inform Yvonne ahead of time to arrange a date.
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, exits, 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 usually issued at the beginning of the new month. The check will cover your sales from the previous month.
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 unless you provide your own K-cups. 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.
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 and will require paying an additional storage fee. Fire Arts is not a storage facility.
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. These guests may, under the guidance of the Resident Artist, have a studio experience (i.e. make a pot) but an adult guest fee of \$10 for the day or \$5 daily for kids up to age 13. 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. We are in the process of developing a family membership. Details are likely to be customized according to need.
13. **Use of Power Tools** – Artists may only use power tools and other large equipment if they are experienced and they follow all safety procedures. 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 grinding discs, nails, hardware, packing tape or glue, please provide replacement for what you have used.
15. **Damage to Equipment** -Individuals who damage any in-house tools and equipment such as Kilns, grinders, saws etc, 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. Make sure you know how to properly and safely operate all power tools. It's not uncommon for someone to unknowingly abuse a tool and break it (eg: putting too much pressure on a grinder and therefore burning out the motor)
16. **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.
17. 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.
18. **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.
19. **NO Smoking**- allowed in the building, **EVER.**
20. Access to the secured Fire Arts Wi-Fi is available for our Resident Artists. Please ask a knowledgeable member with office access to help you setup your device.
21. **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.
22. **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 console. If

you are working during non-business hours, you may park your car in the customer spaces. FTR artists who stay beyond regular hours should move their vehicle close to the front door area.

23. **Emergency Information**-Please make certain that you have filed an emergency/health contact form with the office and please keep it and your contact information updated.
24. The pandemic has taught us a lot about the spread of disease. Most of us here at Fire Arts keep our vaccines up to date. It goes without saying that if you are ill, you should stay at home and recuperate.

## 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, failure to clear and clean up your work areas 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 nonrefundable 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 dates/duration of their leave. At least a *two-week notice* is expected prior to the projected start of their leave (unless there is an emergency). All artists taking a leave of absence have two options:

OPTION 1) You must clear all artwork and materials from assigned shelves. No rent will be due during the leave. You also forfeit your guarantee of presence in the showroom. With pre-approval, finished work may be left for display and sales. Your commission will be reduced to 70% during the months that you are not paying rent. Full time artists must turn in their key until they return. 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 is rarely still available) Upon membership renewal Full-Time Resident Artists will be re-issued their key.

OPTION 2) Pay a storage fee for the time of the period of absence. The fee is equivalent to 50% of your regular rent. This option reserves your assigned storage space and full time artists may retain their key. There is a \$20 fee to replace your key if you lose it. You will still earn 80% of sales during a period of paid storage.

*\*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 60 days beyond the artist's projected return date will be considered abandoned and will become the property of Fire Arts Inc to dispose of as the board determines. Communication with the board is essential to avoid problems and misunderstandings.*

*Amended in August of 2024 y.desrosiers*



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### RESIDENT ARTIST APPLICATION

\_\_\_\_\_ **FULL-TIME RESIDENT ARTIST** (\$200 a month rent) All new artists must successfully complete a 3 month trial Part-time membership before transitioning to Full-Time Residency. **After demonstrating competency with equipment, honesty, respect for fellow artists and guidelines, good stewardship, and generally being a kind and responsible member of the Fire Arts community you may qualify to increase your membership to Full-time Residency.**

Along with the rest of residency perks you will be issued a key and alarm access code. You will have 24 hr/ 7days per week/ 365 day access as long as rent payments are current. One year commitment is expected.

(Enclose \$200 with this application form. The check will not be cashed unless you have been accepted.)

\_\_\_\_\_ **PART-TIME RESIDENT ARTIST** \$90 month with a minimum six-month commitment and 1<sup>ST</sup> three months paid in advance. PTR artists have 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) \_\_\_\_\_ (mobile) \_\_\_\_\_

EMAIL (print legibly) \_\_\_\_\_

ALTERNATE EMAIL (print legibly) : \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

ARTIST WEBSITE: \_\_\_\_\_

ARTIST FACEBOOK/INSTAGRAM: \_\_\_\_\_

Enclosed is a check/cash/debit/credit (add 3.25% for credit) for \$ \_\_\_\_\_

DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I have read the document, RESIDENCY INFORMATION 2021/22, 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. Resident Artist Emergency Information

Artist Name \_\_\_\_\_

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Emergency Contact Person (1) \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_ text capable(yes or no) \_\_\_\_\_

Emergency Contact Person (2) \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_ (yes or no) \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Covid19 vaccination status: Date 1st Dose: \_\_\_\_\_ Date 2nd Dose: \_\_\_\_\_ Date of Booster: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Release Form Granting Photographic Permission of Self and Artwork**

Please sign this form to give Fire Arts Inc. the permission to use your images or the images of your work on FAI newsletters, communications, social media sites, websites, publicity tools, or in print. If you are 18 yrs or older you may sign this yourself. If under 18 yrs a parent or guardian must also sign the form in the parent/guardian portion.

I \_\_\_\_\_ (print your name) \_\_\_\_/\_\_\_\_/\_\_\_\_ (D.O.B.)

grant permission to Fire Arts Inc. to use my photo in their newsletters, website, print, social media or other publicity tools. I understand that I will not receive any financial or other tangible compensation for granting this right.

My signature indicates my agreement \_\_\_\_\_ (signature)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ (today's date)

**If under the age of 18 include Parental/guardian signature.**

As the parent or legal guardian of \_\_\_\_\_ (print name of minor), I also grant Fire Arts Inc the rights to use my child(ren's) or ward(s') images and the images of their work on FAI newsletters, communications, media sites, publicity, or in print. I understand that I (or the minor(s) noted above) will not receive any financial or other tangible compensation for granting this right.

\_\_\_\_\_ (parent/guardian printed name)

\_\_\_\_\_ (parent/guardian signature)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ (today's date)