**Studio Artist Roles and Responsibilities**

1. Studio Artists are liable for all personal belongings and are responsible for having a renters insurance policy to cover any losses of equipment, art, supplies, etc. similar to standard commercial renters insurance at a retail center.
2. Posted Studio Hours
	1. Weekly studio hours updates at Studio entry and to main office weekly.
	2. Weekly posts on your personal / business social media weekly (tagging @thechickenfarmartcenter)
	3. Minimum of Thursday-Saturday, 11-6 PM, additional hours preferred on weekdays.
3. Events:
	1. Open for 10 of the 11 First Saturdays, 7 of the 8 Concert in the Yards and Open House in November unless otherwise approved.
	2. Open and active participation in 3 yearly signature events at the Chicken Farm. This means volunteering your time and effort for community clean up pre-event, decorating and tear-down/clean up after the event.
		1. Should you choose not to volunteer time to help in this activities, but still want to participate in the event, we would ask for an additional $50 to pay someone to help in your place.
		2. Signature Events (events in bold are confirmed; events in italic are goals):
			1. **Ceramics Weekend (April)**
			2. *Chocolate Fandango/Fantasia (TBD)*
			3. *Fundraiser Farm Gala (TBD)*
			4. **Halloween (October)**
			5. *Open House (TBD – We discussed moving this to the First Saturday of November)*
			6. **Christmas/Holiday (December)**
4. Be a team player and active in our Chicken Farm Community outside of your studio.
5. Mail / Communications:
	1. Please pick up your mail and/or packages promptly from the front office.
	2. Please respond to messages by group, individually to the owners or front office as necessary.
	3. Please download the App #GroupMe
6. Participation in at least 1 Chicken Farm Committee.
	1. Proposed Committees:
	2. Do-wa-ditty-ditty-dum-ditty-doo-doo: Pooper Scooper Enforcement
	3. Light it Up – ensures string lights are working / replaces as necessary from stock bulbs
	4. Trash Bash – proactively monitors dumpsters and follows up with people who are not breaking down boxes.
	5. The Chicken Farm Foundation start-up
	6. First Saturday Themes
	7. Green Thumbs – reminds / encourages other coops to water their plants and keep their entryways tidy and clean
	8. Chickadee Ambassadors: Kids Activities
	9. Open to other suggestions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Lead / Coordinate 1 kids interactive demonstration activity per year
	1. You may pair with someone outside of the Chicken Farm or another Studio Artist.
	2. If someone hasn’t fulfilled their activity, they will start the following year to create a rolling list.
8. Keep porch areas clean and obstruction free. Plants or artwork within a foot of the Studio wall is okay so long as they are kept clean, watered and looking good to visitors.
9. Shared Trash Dumpsters:
	1. Must breakdown boxes to minimize the amount of space your items take up in the shared dumpster.
	2. Dumpster use only for trash generated at the Chicken Farm.
	3. If you need to dispose of bulk items, please coordinate with the office or take to the city dump.
10. Parking:
	1. First Saturday Parking on 26th Street.
	2. Everyday Parking outside of Pencil Fence for front and to the South of the Dumpsters for the back. No parking at BNB spaces.
		1. Please leave close-up parking for paying customers
11. Utilities:
	1. Please be conservative in energy usage and turn off devices when Studio is not in use. (Unless you pay for your own energy usage.)
	2. Please watch the weather:
		1. If a cold front is coming, please drip your faucet.
		2. If thunderstorms are forecasted, please be vigilant and report any damage quickly. (Reminder to have tenant / renters insurance.)
	3. No gas usage unless requested as these will be additional fees
12. Restroom:
	1. Please treat the restrooms as your own. We will leave cleaning supplies in them. If you or a guest has made a mess, please clean up prior to the next person entering the restroom. We want our guests to have the best Chicken Farm experience and do not want this to be the reason for a bad review.
	2. If cleaning supplies are low or there is a major clean-up or plumbing issue found, please notify the office.
13. Studio Maintenance:
	1. Studios are offered as-is where-is. Studio Artists are to create and furnish their studio to their liking and are welcome to change walls colors, lights, fans, air conditioners, etc. For changes such as flooring, electrical or other significant renovations request approval from management. Upon exiting the studio, the Artist is expected to remove any fixtures, furniture and equipment unless otherwise agreed to with the owners. Minor repairs or improvements are to be managed by the Studio Artist.
14. Customer Engagement: Everyone has an active role to play!
	1. Engage with customers in conversation and be sure to remind them of all the studios we have and how to get to them.
	2. Studio Social Media Accounts: Please ensure to like and follow the Chicken Farm Art Center, Inn at the Art Center and all other Studio Artist Accounts from your Studio account.
		1. Please repost, share, like and comment on as many Chicken Farm social media posts as possible to help ensure greater social media engagement.
		2. Please share other Studio Artist posts to 24-hour stories when possible.
		3. Please tag @ChickenFarmArtCenter on any post related to your events and classes so we can for repost on our accounts. (Reminder to ensure they are publicly viewed posts.)
		4. Please share Chicken Farm events at least one week prior to an event to reach a larger audience.
	3. When inviting out of town friends, please let us know so that we may welcome them too – especially if they are staying at the Inn on property. (If you have visiting family, we are happy to offer them a discounted rate.)
	4. Please encourage guests to come back and stay on property.
	5. News / Media outlets – feel free to speak to reporters, journalists, bloggers, etc. about The Chicken Farm Art Center. Please let us know when/if you do so that we may reshare it on behalf of the Chicken Farm.
	6. If you are traveling to set-up as a vendor elsewhere, please check the office for Chicken Farm flyers or brochures that you may take with you to display.
15. Classes & Demonstrations
	1. Provide a list of classes to the office that you will host or lead including: class size (min and max), age range, cost, day of the week (or specific dates) and times or if on-going. Please note we intend to publish these.
	2. In-Studio demonstrations during first Saturdays at 2PM when possible.
	3. Classes offered in the Classroom will be at 70/30 artist split.
	4. Classroom is available for Gallery Rental at $250/day to in-house artists with artist set-up/takedown.
		1. Classroom will be available to outside artists at $250 for the first 2 hours + $50/hr for every additional hour.
16. Marketing & Advertising:
	1. Shared Gallery: All artists will be required to have a minimum of 2 pieces of art for sale in the Starkeeper Gallery at a 70/30 split to the artist including an artist tag/label with the following:
		1. Name of Piece
		2. Artist Name
		3. Studio Name
		4. Price
		5. Business Card

**The Chicken Farm Art Center – Coop Business Forms Updated 2025**Please complete a separate form for any other owner/operator for your studio. If only an operator, please complete with the primary business information and note they are an operator next to their name.

1. Coop Number:
2. Artist Legal Name:
3. Artist Preferred Name:
4. Cell Phone Number:
5. Preferred email address for Farm and Rent communications:
6. Driver's License Number (please submit photocopy as well):
7. Home Address:
8. Birthdate:
9. Confirmation of Renter's Insurance:
10. Emergency Contact Name & Relation:
11. Emergency Contact Phone Number:
12. Do you have pets in your studio?   If so, confirm breed/type, size & name:
13. General Business Name (The name you call your business or DBA):
14. Legal Business Name (What the IRS calls your business including type - LLC, Corp, etc.):
15. Business EIN:
16. Person or Entity Checks get made out to (If we ever need to pay you for classes, etc.):
17. Website Name:
18. Facebook Account Business Name (The one you want us to tag/promote):
19. Facebook Handle: @
20. Instagram Account Business Name:
21. Instagram Handle: @
22. TikTok Account Business Name:
23. TikTok Handle: @

***Fire marshal requires each studio to have a working and date tagged fire extinguisher. Sleeping quarters have a smoke alarm and apartments have a fire extinguisher. Please make sure you are so equipped, then date and sign.***

**Please confirm the following with a X:**

**My studio has a \_\_\_\_\_Smoke Alarm, \_\_\_\_\_CO2 Detector or \_\_\_\_Combo**

**I tested the alarm button on the date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**I understand that the Tenant is responsible for batteries and I have some on hand in my studio. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ -** Sign or Digitally Sign by typing name**.**

**I have a fire extinguisher in Studio#\_\_\_\_\_\_\_\_\_\_\_\_ Apt#\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of last inspection (see label on extinguisher) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1**.As per the ***Fire Marshal***, every studio and apartment must have a fire extinguisher. All fire extinguishers must be inspected and kept up to date. The $25.00 fee for this inspection will be charged to each studio’s rental fee the month of the inspection.

**2.** Also, for renters of apartments, all sleeping quarters must have a working smoke detector. It is the renter’s responsibility to replace any dead batteries as needed during the year. CO2 detectors should be installed in apartments, they need to have a semi-annual test.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ read this on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

And may or may not agree with everything written but will sign and talk about any item circled and in question so we can resolve it.