



MEMBER RENTAL CONTRACT

Sev Shoon Arts Center (SSAC) was started in 1991 by Swiss artist, Dionne Haroutunian. Sev Shoon is an environment dedicated to the art of printmaking. We offer 24/7 access, quarterly classes, host monthly demonstrations of fine art printmaking, and strive to promote the artwork of our members and instructors.

Sev Shoon members work on an independent basis to produce their own prints. The renting program at SSAC is designed for individuals who have demonstrated an appropriate level of experience in printmaking to be granted access to work in one or more print techniques. Members are also required to use the facilities correctly, safely, and with consideration for all other renters, students, and instructors.

Interested members need to read and fill out the application form as well as schedule an orientation with the studio manager to assess technical ability.

STUDIO RENTAL OPTIONS

Sev Shoon offers several different options for studio members. Members have 24-7 access to the print facilities, and are given a keyless entry access code that is both efficient and safe for working at all hours of the day and night. They will also receive one flat file drawer and one large Rubbermaid bin for personal storage of tools and materials.

STUDIO RENTAL BASIC AGREEMENTS

Regardless of type of contract or level of past experience, ALL members are expected to understand and adhere to basic agreements of working in the studio, including:

- responsibility of knowing and applying safety guidelines
- ability to work responsibly and independently
- respect for and proper usage of facilities and shop equipment, including taking into consideration one's limitations within the studio
- cleanliness and willingness to pick up after oneself
- consideration and respect for other renters, their space, and property
- understanding that Sev Shoon tools, equipment, or supplies are strictly NOT to be removed from the studio

Studio rental contracts may be revoked for not adhering to the basic agreements. If a contract is revoked, the initial deposit will be refunded unless damage to studio property due to misuse or negligence has occurred and appropriate fees need to be assessed.

CONTRACT PAYMENT:

All studio members are expected to carry out their full rental agreement. Studio monthly rental fees are due on the last day of the previous month. (i.e. February rent is Due January 31). If we do not receive your payment by the first, we will automatically deduct your rental fees from your credit card on file (+\$5.00 surcharge for all credit card transactions). Monthly fees can be paid by cash or check. Payments can be left in the Sev Shoon drop box or mailed. During winter months of Nov. – May, there will be a \$5.00 utility fee added to your rent to cover heating costs. When moving out of the studio, all members must notify the office one month in advance in writing.

Monthly checks should be sent to:

Sev Shoon Arts Center
2862 NW Market Street
Seattle, WA 98107
206-782-2415 • www.sevshoon.com • sevshoon@sevshoon.com



STUDIO RENTAL APPLICATION

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ email _____

Credit Card # _____ Exp. Date ____/____/____

(SSAC keeps a current credit card on file for all renters. Unless instructed otherwise, SSAC will NOT charge your credit card. However, if your monthly payment does not reach us by the first day of the month, we will automatically charge your account and include the \$5 bank surcharge)

Emergency Contact _____ Phone _____

Relation to you _____ Allergies _____

Which print processes are you comfortable working in?

___ intaglio ___ monoprint ___ screenprint

___ relief ___ lithography ___ collagraph

___ other _____

How many months would you like to rent? (circle) 1-5 months (\$175 p/mth) or 6+months (\$140 p/mth)

Members must complete an orientation session prior to the first day of working in the studio. After the orientation is completed, new members contracts will start at the beginning of the following month, at which the first month's dues must be paid. If a member wishes to start working immediately following orientation, they may pay a prorated amount until the beginning of their contract.

All members must agree to use the shop responsibly, to contribute in a positive way to the SSAC community, and to understand and follow basic agreements (as outlined within the studio rental information pages.) Members will periodically be asked to assist with marketing duties.

Members in connection with the SSAC studio rental shall indemnify Sev Shoon Arts Center against all claims arising from any accident, injury, or damage whatsoever, however caused, to any person or to any property occurring during the rental term on or about the demised premises, and against all expenses, counsel fees, and liabilities incurred in connection with any such claim or any action or proceeding brought thereon.

By signing below the member acknowledges that he/she agrees to all the terms, conditions, and basic agreements listed in this contract and in the "studio member conduct and space use guidelines".

Print Name _____ Signature _____ Date _____

Orienter: _____ DOOR CODE: _____

Referred by: _____ How did you hear about us: _____

Name: _____

Date:

FOR OFFICE USE ONLY

Pro-rated period \$ _____ from _____ to _____, _____

1ST month's rent \$ _____

Last month's rent \$ _____

Maintenance fee \$ _____

Orientation/Setup fee \$ _____

Winter Utility fee \$ _____
(Nov. – May)

Blotters (\$3.50/sheet) \$ _____

Credit card charge \$5 \$ _____

TOTAL \$ _____

Received \$ _____ date paid: _____

Balance due \$ _____ date due: _____

#, AP Code _____