

**Howard County Arts Council  
Howard County Center for the Arts  
Studio Program Guidelines**

**HOWARD COUNTY ARTS COUNCIL (HCAC)**

**Mission** To serve the public of Howard County by fostering the arts, artists and arts organizations.

**HOWARD COUNTY CENTER FOR THE ARTS (HCCA) STUDIO PROGRAM**

**Goals** To provide individual artists and arts organizations with a space in which they may pursue the production, presentation or teaching of fine arts. The fine arts include traditional and emerging art forms within, but not limited to, the visual arts, performing arts and literary arts.

To support a diverse community of artists and arts organizations working in a variety of fine arts media and disciplines.

To provide the public with opportunities to meet working artists.

**Benefits** General benefits include: private or semi-private (e.g. shared entry access) studio space, 24-hour access to designated studio, physical mailing address and mailbox at HCCA, affordable monthly rental rate, and location in a vibrant community arts center. Residents also receive a reduced rate and priority consideration for renting other spaces in the Center including the dance studio, black box theatre, conference room, and classrooms. When available, storage space will be offered to resident organizations at a square foot rate determined by HCAC.

**Eligibility** Practicing artists and arts organizations who demonstrate a central commitment to the production or performance of fine arts. In some studios, practicing artists and arts organizations may also teach in their studio space.

In order to be considered for resident status, arts organizations must be incorporated and recognized by the IRS as a non-profit 501(c)(3) organization. Visual arts organizations must use 50% of their studios as exhibit space, which must be free and open to the public. Performing arts organizations are required to have at least one annual free public performance at HCCA.

HCAC Board of Directors, full-time staff, HCAC Center Committee, and their immediate family are ineligible to apply.

**Selection** In general, artists and arts organizations will be selected for available studio space based upon their artistic merit, artistic discipline and commitment, as well as contribution to the diversity of media, style and discipline representation in the Center. In cases where all other elements of candidates' qualifications are roughly of equal value, Howard County residents or organizations will be given priority.

Interested artists and arts organizations should submit a Studio Application to HCAC. When a studio is available, the HCAC Center Committee reviews all submissions and selects an artist or organization based on the above criteria. If no studios are available, applicants will be placed on a waiting list for future consideration.

**Requirements** Artists and arts organizations granted studio space will be considered Resident Artists and Resident Arts Organizations of the Howard County Center for the Arts.

To hold a studio space at the Center, residents must, at a minimum, submit to the following:

- Resident visual artists are required to participate in the Residents' Exhibit at the HCCA, displaying recent work (created within two years prior to the exhibit), not previously shown in the gallery, for a six-week show.
- Resident artists and arts organizations are required to be in attendance for up to four Council-scheduled, Open Studio special events per year when they must be present and open their studios for public viewing.
- Residents must use their studios a minimum of eight hours per week (annual average). Those eight hours must be used for the production, presentation or teaching of their art and not for other unrelated employment or activities.
- Residents must pay the studio rent within five working days of the first of each month.
- Residents must maintain a \$2,000,000 general liability insurance policy for their studio as well as coverage for the contents of their studio.
- Residents must maintain a safe working environment in their studios and submit appropriate MSDS forms for hazardous materials in their studios. Furthermore, they are expected to practice a "good neighbor" policy, using the least harmful materials possible and keeping in mind not only their own health and safety, but also that of the Center community. Residents may be required to install proper ventilation units or other safety features for the use of some mediums.
- Residents offering classes, exhibits, or other public programs must be fully accessible.
- Residents must maintain annual membership with HCAC.
- Any changes to the studio must be approved by the HCAC Center Committee and residents must return the studio to its original condition when vacating.

## **Teaching**

Teaching in shared studios is allowed only when all artists in the shared studio agree in writing on the teaching schedules. Teaching is not allowed in studios 7A, 7B, or 7C.

## **Access**

The following are policies regarding building access:

- Individual residents will receive one key for the building's side door, and one key for their studio. Resident organizations will be given up to four side door keys that may be assigned to principal staff or members of the organization. Principal members are those with a long-term or permanent affiliation with the organization, not those hired on a contract or temporary basis.
- 24 hour access is allowed for the resident only; guests, students and members of the public are not permitted outside building hours. For resident organizations, 24 hour access is granted to organization/company members only. A principal key holder must be present as the responsible authority at all times when organization/company members are in the building.
- Only those 18 and older are allowed in the building outside of building hours.
- No pets are allowed on the premises.

## **Lease**

Length of initial lease will be one year or until the termination of the Center's Master Lease, whichever expires first. Residents are reviewed for compliance with the terms of their lease before each lease renewal. Those residents who have met the requirements will have their lease renewed for two years. Residents who do not meet the required terms will be placed on probation and given a minimum three-month to a maximum of one year conditional lease. If requirements are met, conditional leases will be extended with Center Committee approval. If the conditional leaseholders are not approved, they will be given one month to vacate the premises.