



Collingwood Arts Center
Studio Rental Application

Name: _____

Address: _____

Phone Number: _____

Email: _____

Primary Medium: _____

Studio Information

What size studio do you prefer? Studios are subject to availability. If you are interested in more than one size, please rank your choices 1, 2, or 3:

_____ Small (13' x 6' 6") _____ Medium (14' 5" x 8' 10") _____ Large (9' x 14' 9")

What materials, equipment, or tools do you plan to use in the studio? _____

What energy/utility or special requirements do you have? _____

How many hours per week do you plan on using the studio? _____

What time of the day or night are you likely to use the studio space? _____

What are your goals as an artist? _____

How many volunteer hours are you willing and able to commit to the CAC per month? _____

In what capacity would you be willing to volunteer? _____

Employment

Current Employer: _____

Address: _____

Supervisor's Name: _____ Phone Number: _____

Your Position: _____ Length of Employment: _____

What available monthly income do you have to support your studio space? _____

References

Please provide the contact information for two personal references:

Name: _____ Relationship: _____

Phone Number: _____ Alternative Phone: _____

Name: _____ Relationship: _____

Phone Number: _____ Alternative Phone: _____

Emergency Contact (CAC will only use this information in the event of an emergency)

Name: _____ Relationship: _____

Phone Number: _____ Alternative Phone: _____

I certify that the above information is correct.

Applicant's signature Date

Return completed application and \$25 application fee to: Collingwood Arts Center, 2413 Collingwood Ave., Toledo Ohio 43620

Collingwood Arts Center
TENANT DISCLOSURE AND RELEASE

We appreciate your interest in studio rental. As part of our normal procedure for processing applications, a routine inquiry into your background may be made. This inquiry may include a review of current employment, credit report, driving record, civil and criminal litigation searches and general reputation within the community. Please read the following statement and indicate your agreement by signing below:

I authorize all persons, business organizations, companies, corporations, landlords, banks, credit bureaus and law enforcement agencies to provide the Collingwood Arts Center and/or its agents any information concerning my background. I release the Collingwood Arts Center and/or its agents from any and all liability, responsibility, damages and claims of any kind arising from this investigation of my background.

Print Name

Social Security No.

Maiden / Other Names Used

Current Address (Street)

City, State, Zip Code

Date of Birth

Signature

Date

Collingwood Arts Center
STUDIO CONDUCT AGREEMENT

Do not let trash accumulate in your space. All trash is to go in the dumpster.

No artist is allowed to “sleepover” in the studio space.

For your safety, the key to the outer doors are not permitted to be given to anybody.

For your safety, at no time should outer doors be propped open.

Be considerate when sharing the space including keeping music/noise to low volume.

No smoking inside the building.

Modest use of electricity is requested. All lights are to be turned OFF when you leave the building.

The CAC will not be responsible for any items left unsecured in the studio.

No sub-letting is allowed.

CAC supplies the space only – tables, chairs, etc. are the artist’s responsibility.

Be respectful of common spaces. Keep hallways and restrooms clean and clear of personal items.

The CAC is open to the public during office hours and events. Proper dress is required at all times. Disruptive behavior will not be tolerated.

ALL cosmetic changes to the space must be approved before changes can be made.

Notify the CAC if something breaks or needs attention.

****CAC has the right to revoke the contract of any renter in violation of conduct or rental agreement.**

By signing below, the applicant acknowledges that he/she agrees to all the terms, conditions, and basic agreements of becoming a studio renter.

Applicant Signature _____

Date _____