



Renting Member Responsibilities

McGuffey Art Center is home to approximately 50 professional artists who rent studio space from our not-for-profit association, which in turn leases the building from the City of Charlottesville. Renting Members enjoy attractive, creative workspaces in a historical landmark, affordable leases, and participation in a dynamic arts community.

Beyond just having a studio, being a Renting Member comes with significant responsibilities. This document is designed to provide a high-level overview of the core obligations. To fully understand the responsibilities, each member is strongly advised to read the Bylaws, Handbook, rental contracts, and the meeting minutes of both the Association and Executive Council, all of which are available online in the Member Portal of the website. These documents will provide more detail, including the fines and other penalties for not fulfilling your commitments.

Maintain Your Studio

Each artist is responsible for the cleaning and maintenance of his/her own studio. Keep your studio as neat and hazard free as possible so as not to endanger the public. Vent all kilns and encaustic use. Do not throw food scraps in wastebaskets in your studio or in the hallways; carry all remains to outside dumpster.

Do not alter or make significant improvements to your studio without Council's permission. Noise, children, dust, fumes, pets and debris must not interfere with work in neighboring studios or interfere with guests to the building.

To prevent fires, never leave used rags or paper towels with paint or solvents on them in an open trash can. Containers should be airtight. It is recommended to take such materials to the outside dumpster every day when you are done. Be extra cautious if you have small appliances such as coffee makers, hotplates, etc. Unplug as much as possible when not in use. No extension cords, use power strips only. No smoking anywhere in the building. Never try to close fire doors. They are automated and must remain open.

To protect our plumbing system, do not allow solid materials to go down into your sink. Each studio is responsible for calling (and paying for) a plumber if needed. Small cone shaped filters are available at hardware stores for drains. Do not pour solvents down the drain.

Open Your Studio to the Public

McGuffey Art Center is open to the public 50 weeks a year to present art exhibitions and to offer access to our resident artists and their studios. Because of this, Renting Members are required to offer a defined number of Open Studio hours during most weeks of the year as follows:

- Visual artists commit to a minimum of 17.5 hours per week
- Visual artists who share a studio commit to a minimum of 10 hours per week
- Performing artists commit to a minimum of 10 hours a week per artist, with a minimum of 17.5 hours per full studio

To qualify as Open Studio hours, Renting Members must be present in their studios with an “Open Studio” sign on their individual studio door – and be ready and willing to accept visitors. Open Studio hours can be offered only when the building open to the public, which is Tues - Sat 10-6 and Sun 1-5. Open Studio hours offered on Saturdays and Sundays count as 1.5 hours.

Simply being present at McGuffey does not count toward the Open Studio commitment. This includes time spent outside of the studio (such as teaching in Starnes Classroom or attending committee meetings). Also not counted as Open Studio hours is the time in your studio when you want or need to have a closed door (perhaps teaching a private lesson, eating lunch, or having a long phone call.) Note: If you are teaching a class in your studio when visitors are welcome to pop in - and you have your “Open Studio” sign on the door – those hours can be counted toward your commitment.

Renting Members are welcome to spend time in their studios outside of the building’s open hours, but those hours do not count toward the fulfillment of Open Studio hours.

Each artist is responsible for accurately tracking their “Open Studio” hours and reporting those according to established procedures.

Follow the House Rules

Renting Members are expected to follow the rules and directions of the House Committee regarding studios, the building and the parking lot. This includes guidance on heating, AC, water, cleanliness, common areas, safety and security, the Free Pile, trash, recycling, etc.

Affix a MAC sticker to your car to use the lot. Park in the spaces for Renting Artists, if available. Do not use the parking lot at McGuffey if you are not in the building. Do not leave your car parked overnight.

Never prop elevator door open! Use the elevator key on “independent” to hold door. (Ask for help if you don’t know how to do this procedure.) Never hold door open or catch it. It will stop. Never leave elevator open or unlocked after hours.

Never prop open the entrance doors to the building open after hours. If you have a class after hours, ask a student to sit and let other students in the building. Do not leave doors unattended. Close all propped doors you see that are unattended.

You may not duplicate building keys or elevator keys. Doing so jeopardizes your good standing as a McGuffey member. Please note the front door on the first floor does not automatically lock; you must relock it with your key.

Every year, McGuffey is closed to the public the last two weeks in August for renovations. The House Committee issues an assessment to cover supplies and repairs. You have the option to work two hours at an assigned task and be reimbursed this fee.

If you notice something in the building is broken or needs attention, let the House Committee or the Office know as soon as possible.

Communicate. Collaborate. Cooperate.

McGuffey Art Center is home to a community of professional artists. Renting Members must be able to work together as a team, communicate effectively, respect differences, address and resolve problems constructively to ensure our association is strong, dynamic and sustainable. If you are unable to directly resolve a conflict with another member, you may seek assistance from the Member Relations Committee.

Actively Serve on a Committee

With minimal paid staffing, our organization primarily works by and through committees. Renting Members are assigned to a committee each year by the Executive Council. Renting Members typically spend a minimum of four to eight hours per month on committee work.

All Renting Members are expected to eventually serve on the most demanding committee, which is the Executive Council. Given its vital role the association, this is obligation is significantly more time consuming than other committees.

Pay Your Share – and Pay On Time

Rent is the working capital with which McGuffey Arts Association pays most of its bills. Rent checks are due on or before the 1st of the month. Any renters who haven't paid by 5 p.m. on the 10th of each month are automatically issued a \$10 late fee, which increases to \$20 after the 20th and \$30. The preferred payment method for rent is via automatic transfer, which is arranged with our bookkeeper. If paying by credit card, an additional 4% will be added to the rent amount to cover bank fees.

Members who repeated pay late will lose their "good standing" status. Renting Members are required to pay an annual "Maintenance Assessment" and may be subject to additional assessments if needed to ensure the financial sustainability of the association.

Participate in the Jury Process

The jury process for new Associate Members takes place three times a year (January, May, September.) Renting Members are required to submit a written vote along with a critique of each applicant. A jury discussion is always offered to provide insight about the process.

Show Your Work

All members are encouraged to show your work in shows at McGuffey. Member shows are held in July and December. Other opportunities for solo and group shows are provided by the Gallery Committee.

Host Tour Groups

Tours Committee brings in groups of visitors for formal tours throughout the year. Renting Members are required to open their studios to tour groups twice a year. Upcoming opportunities to host tour groups are posted by the committee.

Participate in Community Outreach

Members are required to do outreach, which is defined as an activity-based engagement with the community. Any kind of community service or volunteerism related to the arts will be an acceptable form of outreach. Examples include mentoring an underprivileged child interested in art, jurying a high school art show, etc. To be considered as outreach, you cannot receive any payment. Such activities do not have to be organized or approved by McGuffey.

Attend and Assist with First Fridays

A highlight of each month is our First Friday openings. Join in the fun! You can opt to simply enjoy the event or also offer Open Studio hours. Once a year, each renting Member is required to assist with a First Friday event each year; the Openings Committee creates and maintains the list for which month each artist is serving.

Attend the Mandatory Annual Meeting Each May

Renting Members are required to participate in the association's annual meeting held each May. Members are also welcome and encouraged to participate in all Association meetings, held in the Starnes Classroom on the third Wednesday of every month at 12:30 pm. We need a quorum of 40% renting membership for the voting process. Participation is also a great way to meet fellow members and to create community.

Fill Out the Renting Member Monthly Report

Renting Members are required to report on their fulfillment of responsibilities using the Renting Member Monthly Report form. This is an [online tool](#) that should take less than 10 minutes to complete. The completed form is due on the last day of each month. The collected data is used

to provide insight on individual contributions to the association; to indicate how we are operating as a whole; and to share in our reports to the City of Charlottesville. Submission of the monthly reports is required for remaining in “good standing.”

Report Your Leave of Absence

Renting Members must also adhere to the Absence/Leave Policy:

<p>If you are away from your studio for one to three weeks at a time:</p>	<ul style="list-style-type: none"> ● Email Operations (mac@mcguffeyartcenter.com) the dates when you are leaving and when you expect to be back ● Let your studio mate know the dates ● Turn off all power strips ● Talk to your committee’s chair about dates and work missed
<p>If you are away from your studio four or more weeks* at one time:</p>	<ul style="list-style-type: none"> ● All the above AND ● Submit a sublet/leave request to Executive Council ● Get a subletter. Ask the Operations Manager for the list and get approval from your studio mate ● Contact your committee chair and arrange for either the subletter to do committee work or pay \$40 a month to have a substitute.

* Cumulative leaves of more than 7 weeks per year need to be discussed with Executive Council. Artists who travel for work or are mostly on location might not be able to fulfill the obligations of a Renting Member.

Stay in “Good Standing”

New Renting Members are accepted into the building with a six-month trial period to demonstrate their commitment to fulfilling their responsibilities.

Any Renting Member who is unwilling or unable to fulfill their obligations will be placed on probation and notified in writing. Executive Council has the right to ask artists to leave if they are not in “good standing”.

Snapshot of Responsibilities & Opportunities

Weekly	<ul style="list-style-type: none"> ● Fulfill Open Studio hours ● Fulfill committee assignments ● Check your box in the mail room
Monthly	<ul style="list-style-type: none"> ● Pay your rent on time ● Participate in First Friday event ● Participate in Association Meeting ● Cast votes on issues/decisions ● Participate in After Hours event ● Submit your Monthly Report
Quarterly	<ul style="list-style-type: none"> ● Submit information for class catalog
Twice a Year	<ul style="list-style-type: none"> ● Host a tour group
Three Times a Year	<ul style="list-style-type: none"> ● Participate in the Jury process
Once a Year	<ul style="list-style-type: none"> ● Participate in Annual Meeting ● Work assigned First Friday event ● Pay any assessments required for repairs and/or financial gaps.
Year Round	<ul style="list-style-type: none"> ● Exhibit in solo or group shows ● Sell your work in the gallery shop