



Residency Policies & Guidelines

The following guidelines have been adopted to help make your stay at the Art Colony a safe, positive and productive one. If the following guidelines are not honored, the Art Colony reserves the right to terminate your residency.

ABSENCES: Please notify the staff if you intend to be absent from your residence and studio. The Art Colony discourages absences of more than three days, but will make allowances for emergencies or special circumstances. If you leave suddenly, without first communicating with the staff, and it is not a family or medical emergency, you will forfeit your security deposit.

ACCESSIBILITY: The primary Guest Suite is on the second floor of our 120 Studio Building; you will need to be able to climb a flight of stairs. We do have a separate, fourth bedroom at ground level in a separate building that is ADA compliant; please let us know if you would prefer that lodging. All our studios are at ground level. If you have other accessibility or accommodation needs, please reach out to the staff.

ARRIVAL: Upon arrival, the staff will welcome you at the 120 Studio Building (120 3rd Ave W, Grand Marais, MN 55604; the main entrance is actually on 2nd Street; look for a connecting deck between two buildings and head to the east entrance).

- Please do your best to plan your arrival between 10:00am and 4:00pm on the arrival date specified in your Artist Residency Agreement.
- The day prior to your arrival, call or text-message the Art Colony's cell phone 218.370.2541 to apprise the staff of your estimated time of arrival.
- Staff are **unable** to help with carrying your personal belongings, studio supplies, groceries, etc. *Please plan accordingly.*

ART SUPPLIES: The Art Colony does not provide art supplies beyond basic butcher paper, pencil sharpeners, scissors and pushpins, etc. Please plan to bring (or ship) what you need. If you require art supplies during your stay with us, we recommend [Joy & Company](#); please note that they do not sell art supplies online, so you will need to telephone, email or walk-in for your purchases.

CODE OF CONDUCT: GMAC has a zero-tolerance policy for sexual harassment, verbal and/or physical abuse, racism, illegal drugs, theft, and behavior that disturbs or endangers other residents. Violators will be asked to leave immediately. Other points:

- Our general rule is a *Leave No Trace* policy such that you pack out what you bring in and any messes are cleaned up before leaving the guest suite or your studio.
- Please be mindful that the guest suite is a shared accommodation and a little consideration will go a long way towards everyone having a comfortable stay.
- Take phone calls in your bedroom or in the studio.
- Headphones should be used if you wish to listen to music or watch videos unless there is consent amongst all present guests to listen to the audio.
- Do not touch other guests' belongings without direct permission from that person.



COMMUNICABLE DISEASES: A communicable disease is a disease that can be transmitted from one individual to another via: (1) direct physical contact, (2) the air, (3) through a transmission vehicle (either ingested or injected) or (4) through a vector (animals or insects). Examples of common communicable diseases include measles, influenza, hepatitis-A, hepatitis-B, HIV, AIDS, SARS, COVID-19, and tuberculosis. Artists who demonstrate signs or symptoms of a communicable disease that poses a credible threat of transmission should report that potential infection or disease immediately to GMAC's staff. GMAC will make decisions involving those with communicable diseases based on medical information concerning the disease in question, the risks of transmission to others, symptoms and any special circumstances of the individuals involved. GMAC will weigh potential risks and available alternatives before making any decisions.

CONCERNS: Bring any extenuating circumstances or concerns to the attention of the staff. Every effort will be made to address your concerns.

DEPARTURE: We ask guests to schedule a check out time (usually 9am or 10am) with staff to ensure everything is in order before leaving. This is also the time when you will return your key. Please note the following:

- Turnover can, at times, be tight. Please plan to depart on time as your room may require cleaning for the next person who may be arriving on the same day that you depart.
- Consume or take with you any food you store in the refrigerator. Do not leave partially eaten food or other perishable food items in the refrigerator or cabinets.
- Upon leaving, place all sheets and towels in the hamper located at the top of the stairs unless towels are wet in which case they can remain hung up to dry.
- Leave blankets and duvets on the bed upon departure.
- Empty the garbage from your room into the large garbage can on the main level. Staff will put trash out for collection on Monday morning.
- Please ensure that your studio is the same as when you arrived.

EMERGENCIES: As appropriate, call 911 or contact the Art Colony staff:

- 218.387.2737 (main line)
- 218.370.2541 (cell)

EMPLOYMENT: Employment activities, including contract work, during the term of your residency are not allowed.

ENERGY & CONSERVATION: Please conserve water and use energy efficiently.

EQUAL OPPORTUNITY: It is the policy of GMAC that there shall be no discrimination with respect to selection of the Artist because of race, color, religion, national origin, gender, age, physical limitations or military status.



EVENTS: Public performances and/or displaying in public venues (events) during the residency must be cleared with the staff prior to planning. Charging admission for such events is strictly prohibited, and any marketing or promotional materials used for events using the Art Colony name or branding must be approved by the Art Colony. The Art Colony encourages artists to utilize their time in residence to focus on *creating*, rather than promoting, their art.

FIRE SAFETY: No candles, no incense, no open-flame pilot lights, no use of gasoline, other flammable liquids, and certain plastics and solvents that give off flammable fumes are allowed inside Art Colony premises. In the guest suite, the fire extinguisher is located in the kitchenette; each studio has a fire extinguisher.

FOOD AND TRANSPORTATION: The Artist is responsible for their own food and transportation. There are three grocery stores in Grand Marais and a fourth in Lutsen. You may wish to bring niche food items with you if you have special dietary requirements. There are gas stations in Tofte, Lutsen, Grand Marais, Grand Portage and at the Trail Center up the Gunflint Trail.

GUEST SUITE INVENTORY: You'll receive a copy of the Guest Suite inventory upon accepting the Residency Agreement, and shall sign a copy when occupancy is taken. Removing furniture or other items from the Guest Suite bedrooms and common area is prohibited. Residents will be responsible for missing items. Feel free to rearrange to accommodate your needs, but please return things to their original locations before you leave.

INTERNET: The Art Colony has high speed Wi-Fi internet in all its buildings. The appropriate password is posted in the Guest Suite and in the studios.

KEYS: You will be given a set of keys when you arrive. Do not loan your keys to anyone and do not make copies of the keys. Should you lose your keys, you are responsible for the costs incurred to pay a locksmith to install new locks.

LAUNDRY: The Art Colony does not have laundry facilities. There is a laundromat four blocks away at 421 3rd Street W, Grand Marais, MN 55604 (corner of 3rd St W and 5th Ave W, north of the courthouse). It is open 24 / 7; quarters are needed to operate the machines.

LIBRARIES: The Grand Marais Public Library is within short walking distance of all Art Colony buildings. Please check their website for further information as to collections, hours of operation, etc. <https://www.grandmaraislibrary.org/>

MAIL: If you need to have a package mailed to you, please let the staff know that you are expecting a package so they can be sure to get it to you when it arrives.

Regular mail (USPS) may be sent via: YOUR NAME, c/o Grand Marais Art Colony, PO Box 626, 120 3rd Ave W, Grand Marais, MN 55604.



If you are mailing to yourself via UPS or FedEx or DHL or freight, please send it via: YOUR NAME, c/o Grand Marais Art Colony, 120 3rd Ave W, Grand Marais, MN 55604.

MAINTENANCE & REPAIRS: Guests are required to report any damage to the facilities to Art Colony staff. If anything in your residence or studio is broken or breaks during your stay, or if problems occur with the plumbing, propane, electrical and/or appliances or fixtures, please notify the staff immediately so repairs can be made and costly damage avoided.

NO-WORK POLICY: GMAC does not place any expectations or quotas on the Artist. However, there is a No-Work Policy for artists in residence. GMAC's program is designed to allow residents to immerse themselves in a distraction-free environment.

PARKING: Parking is available on the streets surrounding the 120 3rd Avenue West buildings.

- From November 15 to April 15, the City of Grand Marais has a winter parking ordinance. All vehicles must park on one side of the street to allow snow plows to clear the roadway.
- To keep track of where to park, just look at the calendar — on even days (Dec. 4, Dec. 6, Dec. 8) vehicles must be parked on the side of the street with even house numbers. On odd days (Dec. 5, Dec. 7, Dec. 9) vehicles must all park on the side of the street with odd house numbers.
- It is easiest to put your car on the correct side of the street in the evening for the following day; plows will start as early as 4 am and you will not want to have to shovel out your vehicle or risk the plow damaging your vehicle.
- On-street parking is also prohibited downtown between Lake Superior and Highway 61 on Broadway Ave, 1st Ave. W, 2nd Ave. W, Wisconsin Street and First Street between 2:00 a.m. and 7:00 a.m. If vehicles are found to be in violation, owners could be cited and could be towed.

PERSONAL PROPERTY: GMAC is not responsible for resident's property, nor is it insured under the Art Colony's insurance policy. Residents are responsible for their own insurance and for the safety of their personal property. If you must leave the Art Colony during your residency, take your valuables with you, and notify the staff with your arrival and departure dates.

PETS: No animals are allowed in Art Colony buildings apart from service animals. This is because many people use the studios and guest suite and some are severely allergic to dander. Exceptions can be made for certified service animals, in which case the resident's security deposit will be retained for deep-cleaning upon departure. Do not feed stray animals or neighborhood pets.

PRIVACY: Please respect your fellow artist's space and time, and do not burden them with personal problems. No resident should feel an obligation to read, exhibit, perform, or report on their work to other artists or members of the staff, or to attend readings, exhibitions, or performances by other artists. Artists should never make other artists uncomfortable about not attending such events. Keep noise at a minimum.



PROHIBITED: The use of illegal drugs is strictly prohibited. This includes using at the Art Colony and / or coming to the Art Colony under the influence. Additionally, firearms and other weapons are not allowed on Art Colony premises. Anyone found violating this policy will be asked to leave the program. Please check with staff if you are using caustics to check about correct disposal.

PROPERTY DAMAGES: Residents will pay for any breakage or damage to the premises or contents belonging to the Art Colony which have occurred during the Residency term, except for: ordinary wear, Act of God, natural catastrophe or from other causes beyond the resident's control. Residents understand that an inspection of the premises will take place at the conclusion of their Residency term. The Art Colony may reimburse itself for any such damage from the security deposit paid by the resident.

SAFETY & CARE:

- Grand Marais and wider Cook County is known for being a safe and welcoming community. Many people do not lock their cars or homes. That said, the Art Colony is not responsible for lost or stolen possessions and we require guests to lock the buildings after hours and whenever they are not there.
- **The first aid kit, emergency ladder and emergency lamps are on the bookshelf in the common space of the Guest Suite.**
- No matter how well you know them, **do not** give a fellow artist or instructor or other guest early access to their room in the Guest Suite; only staff may give someone orientation and access.

SECURITY DEPOSIT: The security deposit will be refunded within 60 days of your departure from GMAC, provided there are not any incidental expenses (damage to campus property, or for shipping, etc.) attributable to the Artist. In the event of disagreement as to cause or amount of damage, the Art Colony may hold the entire security deposit until final settlement. The Art Colony wishes to thank you for your attention and cooperation in following the guidelines set here in this document.

SMOKING: There is NO SMOKING allowed inside Art Colony buildings. If you must smoke, please smoke outdoors away from Art Colony buildings, and properly dispose of butts.

STAFF: Art Colony staff are generally on the premises from 8.30am to 4.30pm, Monday to Friday. Our open hours to the public are 10am to 4pm, Monday to Friday. Please note that the Art Colony has limited staff and someone may be working but may be in a different building.

TRASH & RECYCLING: Residents are asked to separate trash and recycling and use the recycling bins located in the studios and, for the guest suite, at the bottom of the stairs. Recycling guidelines are posted in the studios and lodging spaces. Please note that Cook County **only** recycles #1 and #2 plastics; all other plastics should be put in the trash. We do not currently compost food scraps, so please put food waste in the trash.



VISITORS:

- With pre-approval from the Art Colony staff, guests may have a partner or spouse accompany them. There is an additional \$100 / week lodging fee.
- If you wish to have your child/ren accompany you, please reach out to the Art Colony to inquire as to the feasibility and fees (decisions are made on a case by case basis)
- Guests are allowed to have visitors come for short periods of time to view work in the studio. Guests are not allowed to work in the studio nor are they allowed to stay overnight in the lodging without pre-approval from Art Colony staff.
- Please be considerate of fellow lodgers and ask before inviting someone to visit in the Guest Suite.
- Residents are responsible for their guest's behavior and their adherence to the Lodging and Studio Rules.

Enjoy your residency!

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