

# HOUSE RULES (Collective Residency) – FRANS MASEREEL CENTRUM

## ARRIVAL

Residents can check in between 9 and 11.30 AM. If necessary, the nearby Hotel Kempenrust in Kasterlee or Hotel Corbie in Geel are affordable places to spend the night before.

Two different keys will be handed out per cottage, one for the gate of Parking B and the cottage, and one for the accompanying bicycle. Parking B is reserved for residents and – after 5 PM – their visitors.

Check your inventory upon arrival and report any missing items to the housekeeper.

## GENERAL

During the residency, all residents are required to follow our studio and housing guidelines. The FMC infrastructure and domain, as well as its surroundings, must be treated with due diligence and care.

Residents must report the presence of their guests to the housekeeper. Pets are not allowed. Smoking is strictly prohibited in all buildings and living quarters.

Paper, glass, plastic and tin cans must be sorted for recycling. Please put them in the corresponding containers (Parking B).

In case of stolen or lost keys, you will be charged for the replacement: € 40 for the cottage key, € 20 for the bike key. Stolen or lost bicycles must be refunded by residents themselves, who are also responsible for reporting the theft to the police.

Residents of the Frans Masereel Centrum will receive the Centrum's newsletter and updates about upcoming open calls. If you do not wish to receive this information, please send us an email to remove you from the mailing list.

## SAFETY

For your own safety: check the evacuation plans of the building and make sure you know where the first-aid kits are located. Should the fire alarm go off, please proceed calmly to the evacuation point on parking B.

In case of problems or defects, please notify the staff of the Frans Masereel Centrum. In case of emergency call the in-house number 132 during office hours, or the mobile number +32 498 65 11 27 (housekeeper). The international emergency number in Belgium is 112.

## WORKSHOPS

The main atelier is open from Mondays to Sundays from 8 AM to 8 PM. The digital studio and offices are open from Mondays to Fridays from 9 AM to 5 PM (except Public Holidays). A workshop coordinator is present from Mondays to Fridays as well (except Public Holidays). All workshops are closed for residents on the day of their departure.

The workshops are equipped with an automatic locking system. Power shuts down at 8 PM and doors will close automatically. No food or drinks are allowed in the workshops. Drunkenness and other substance abuse on the FMC domain will result in the immediate termination of your residency.

Chemical products and inks are to be returned to their original places. Acids and products that can be harmful must never be discharged into the drain. Ink rollers and presses must be cleaned. The FMC aims to use materials economically and to reduce its waste footprint. Your workspace and used materials must be cleaned before departure. Please respect the regulations of every workshop to ensure a pleasant and productive working environment.

## FINANCIALLY

For the collective residency program a flat fee of € 250 per participant per period of ten days is charged (please mention the number of participants in your application).

This flat fee includes accommodation (per 2 participants we foresee 1 cottage, with two separate bedrooms), bedding and towels, the use of the workshop and basic materials. Paper and specific inks are not provided by the Frans Masereel Centrum. RISO printers, digital printers (EPSON / CANON) and laser cutters, will be charged at production cost. All costs will be billed to the representative of each group and not to individual participants.

After confirmation of your residency, you will receive an invoice from the Flemish Government indicating the amount to be paid in full. Payment must be made within 30 days after reception of the invoice; otherwise the residency will be cancelled automatically.

If you are unable to attend the residency due to circumstances, please inform us about your cancellation no later than three months before the start of the residency, so that your vacancy can be filled. Paid residencies will then be refunded in full. Cancellations later than three months before the residency will be refunded only 70 per cent of the full payment. In case of a medical or other urgent reason, a full refund can be requested, if sufficiently substantiated by, for instance, a medical certificate.

Applicants who cancel, lose their place in the residency program. If you wish to rejoin the program later, we ask you to resubmit your application in a subsequent selection round.

### **INSURANCE**

The Frans Masereel Centrum and the Flemish Government are not responsible for monitoring vehicles parked on the grounds and cannot be held responsible for theft, damage or possible accidents. The Frans Masereel Centrum and the Flemish Government are not liable for:

- Damage, theft or loss of personal property, incl. artists' works;
- Misuse of equipment, materials and products provided by the Frans Masereel Centrum;
- Damage to works that were left in the atelier or its drying racks.

The Frans Masereel Centrum provides insurance for civil liability towards third parties for all artists. You are insured for physical accidents that might occur during the insured activity, i.e. activities in the Frans Masereel Centrum workshops.

### **DEPARTURE**

The second last day of your residency is the final printing moment and the day everything – your cottage and the studios – needs to be cleaned up with due diligence and care. You can either clean the cottage yourself or have it cleaned by our housekeeper at an extra charge of € 50.

Accounts of purchases made during the residency (e.g. paper, digital printing, ...) will be summarized in an overview and need to be settled on the second last day between 2 and 3 PM at the office on the first floor of the main building.

Check-out time is between 9 and 11 AM. Arrangements about your departure should be made with the housekeeper on the day before you leave.