

# HOUSE RULES – FRANS MASEREEL CENTRUM

## ARRIVAL

Residents can check in on Monday between 9am and 5pm. If you arrive later, we recommend the nearby Hotel Kempenrust in Kasterlee or Hotel Corbie in Geel, both are affordable places to spend the night, after which checking in is again possible the following morning.

Two different keys will be handed out per cottage, one for the gate and the cottage, and one for the accompanying bicycle.

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

## IMPORTANT

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 (at the parking). In case of stolen or lost keys, you will be charged for the replacement: 40 euro for the cottage key, 20 euro 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, you can simply unsubscribe 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.

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 8am to 8pm. The digital studio and offices are open from Mondays to Fridays from 9am to 5pm (except on Public Holidays). A workshop coordinator is present from Mondays to Fridays as well (except on Public Holidays). All workshops are closed on the day of departure.

The workshops are equipped with an automatic locking system. Power shuts down at 8pm 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

The contribution fee of an artist residency is 1850 euro. This contribution includes the use of the workshops, technical support, basic materials and the side program, as well as individual accommodation in a fully equipped artist cottage with the use of sheets and towels, and access to a communal washer and dryer. Specific inks and paper should be brought along. Extras such as the use of our RISO and UV printers and lasercutters, or digital photographic prints, will be charged at production cost.

After confirmation of your residency, you will receive an advance invoice (30%) from the Flemish Government. Payment must be made within 30 days after reception of the advance invoice. The second invoice, for the balance (70%), must be paid according to the due date stated on the invoice (the latest four months before the start of the residence).

If you are unable to attend the residency, 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 within three months up to one month prior to the starting date of the residency will be refunded at 30 per cent of the full payment. [Cancellations](#)

within the month prior to the starting date of the residency will not be refunded. 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. In the unlikely event that the Frans Masereel Centrum must cancel the residency due to force majeure, the applicant may either opt for an alternative residency period or choose to have registration fees already paid refunded and reapply later.

#### **COLLECTION COPY**

All prints made at the Frans Masereel Centrum must be imprinted with the Frans Masereel Centrum chop or stamp. Residents donate a maximum of three prints to the Frans Masereel Centrum collection, each accompanied by a technical information sheet.

This print will become part of the Frans Masereel Centrum collection and will be used for exhibitions and research. After donating the work to the collection, the reproduction rights become property of the Frans Masereel Centrum. You will be notified when your work is exhibited.

#### **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;
- Damage arising from the use of 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 last Thursday of your residency is the final printing moment and production needs to be finished at 12pm. Before 5pm your cottage and the studios need to be cleaned with due diligence and care. You can either clean the cottage yourself or have it cleaned by our housekeeper at a charge of 75 euro.

Accounts of purchases made during the residency (e.g. paper, digital printing, cleaning, ...) need to be settled on the last Thursday of your residency between 2 and 3pm at the office on the first floor of the main building.

Departures are planned on Friday, between office hours. Arrangements about your departure should be made with the housekeeper on the Thursday before you leave. In any case, in order to prepare for the arrival of the next residents, we ask you to vacate your cottage by 9am the latest.

(Last update: March 2023)