



I, _____, a tenant of the Eno Mill Artist Studios/Suite 17, agree to adhere to the following policies to ensure a healthy, productive, and enjoyable workplace for all tenants:

1. The Eno Mill Artist Studios are not open to the general public and are intended to be a quiet and productive work space. Other than during open studio events, I will allow only the number of guests permitted for my studio and only for purposes relating to my creative work: Suite 27 Studios #1, #2, #3, #5, #6, #7, #8, #9 - one guest at a time; Suite 27 Studios #4, #10, #11 and Suite 17 Studios - three guests at a time.
2. I will ensure my guests follow the policies included in this document.
3. Pets are not permitted in the studios.
4. I agree to always clean up after myself. I will take any food trash to the dumpster and keep my personal trashcan in my studio and not in the common areas. I will remove old food from the refrigerator and keep it clean. I will clean any dishes or kitchen equipment I use and return it after use. I will clean any communal surfaces immediately after my use such as the kitchen table, counters and workroom surfaces.
5. I understand communal workspace is for temporary use. I will remove all my work and supplies at the end of each day when I am done using the space.
6. My studio is intended only to be a workspace, not storage, or living/sleeping space.
7. If I chose to listen to music while I work, I will always wear earbuds or headphones.
8. If my guest or I damage or break something, I agree to fix the damage if possible and bring the issue to the attention of the space manager as soon as possible.
9. I will not remove from the studios or alter furnishings or equipment that do not belong to me.
10. I will not enter another tenant's studio or touch/move their artwork.
11. I will not offer unsolicited critiques, good or bad, of other tenant's work.
12. I will keep my belongings in my studio and only in the shelving and cabinets designated for my studio.
13. I will put any toxic or flammable waste in the red flammables can next to the sink and never in the regular trash.
14. I understand the restrooms are for the use of all mill tenants. I will not leave food in the restroom trashcans, leave personal belongings in the restrooms, or clean my brushes or other materials in the restroom sinks.
15. I understand that this is a fragrance-free environment. I agree to not burn candles or incense, use air freshener, and will avoid strong perfume or cologne.
16. To help keep utility costs low in the mill, I agree to not leave my studio windows open.
17. I agree to not smoke or vape within the building or within 25 feet of any entrance.
18. I will not alter brick walls in any way and will only use non-invasive methods to hang work.
19. I agree upon move-out, I will return my studio to its original state, including patching/painting the walls, cleaning the floor, and removing all belongings. Failure to do so will result in my security deposit not being refunded.
20. For spaces with hardwood floors, I will protect the flooring from any paint or chemicals through the use of a floor covering. Any permanent damage to the hardwood floor will result in my security deposit not being refunded.
21. If I am the last to leave, I agree to make sure all lights and exhaust fans are off and doors are locked.

22. The studios/Suite 17 are a safe space for all types of people. I understand the studios adhere to a zero-tolerance policy against disparaging language, threats or intimidation, stalking, bullying, verbal abuse, gestures of a violent or inappropriate nature, sexual harassment, physical assault, or any other behavior that creates a hostile environment.

I understand that my failure to adhere to all studio, building, and safety policies and guidelines will result in written warnings issued by the space manager. Three warnings will result in permanent removal from the studios and/or the decision to not renew my lease by the arts commission. In such cases, security deposit and rent refunds will not be granted.

Name

Date