

Dougherty Station Community Arts Center

Creative Studio Rental Policies

General

- Operating hours of Creative Studios are Monday-Friday from 8:30am-8:00pm and Saturday-Sunday from 9:00am-2:00pm. The studios will be available for extended hours when other programs and events are in the facility and will be posted weekly.
- Upon arrival, check in with front desk staff to open the studio and provide access.
- Pets are not permitted inside the facility. Trained Service Animals are permitted.
- City staff will make periodic inspections to ensure guidelines are being followed.
- City staff welcomes feedback to improve each artist's experience. If you have any questions or concerns, please contact Adam Chow at achow@sanramon.ca.gov or (925) 973-3321.

Tenant Studios

- A maximum of 4 people may occupy a creative studio at a given time. If a tenant would like to have more guests, contact the Adam Chow at achow@sanramon.ca.gov for accommodations.
- Creative Studios may not be used for private instruction. No admission or other fees shall be charged or collected by the Tenant in conjunction to using the Studio, unless otherwise agreed upon by CITY.
- Tenants' equipment, supplies, debris, etc. will be kept within their rented studio(s) and not in common areas; storage room, break room, or lobbies/hallways areas. At the end of the rental period (conclusion of rental permit), the Tenant shall remove all non-City equipment/supplies from studio spaces. Any items left at the end of the rental period will be discarded.
- The City of San Ramon is not liable for lost, stolen, or left-behind items.
- All electrical appliances, tools and extension cords must be unplugged before Tenants leave their studio at the conclusion of each day. Portable heaters or hot plates are not permitted in the facility.
- Tenants must remove all non-toxic recyclable/compostable/landfill waste from the studio and place it into appropriate waste bins in the break room or lobby/hallway areas. No janitorial service will be provided for the studios.
- Alcohol, smoking, vaping, and illegal substances are not permitted.
- Tenants should turn off studio lights when space is unoccupied.

Creative Materials

- Mineral based cleaners are recommended. Solvents (paint thinner, acetone), highly flammable, or hazardous materials shall be disposed of properly following the Hazardous Materials Disposal Procedures.
- All rags, cloths, and waste containing oil-based paint must be properly disposed of daily in the marked trash can following the Hazardous Materials Disposal Procedures
- Aerosol usage within the studios is permitted with prior approval.

- Open flame work in the studios, including welding, is not permitted.

Decorations

- Tenants may make minor cosmetic changes to decorate the creative studios using nails, tacks, pushpins, command hooks, etc.
- Decorations shall not interfere with fire codes.
- Structural changes to the studios are not permitted.
- Pre & Post reservation inspections will be conducted.
 - At the post inspection, paint on the walls or floors will not be considered damage.
 - Holes larger than ¼" in walls will be considered damage. Any damage will be addressed through the Violation Policies and Procedures.

Common Areas

- All walkways and halls should always be kept clear and accessible for others. Do not store items outside of the studios unless previously arranged with city staff.
- Keep restrooms, break areas, and sinks clean for other users.
- The break room and community refrigerator are for everyone to use. However, food must be removed at the end of the week. Tenants will make sure the microwave and counters are clean and free of food after usage. There is no storage in the breakroom other than the refrigerator/freezer.
- When the Green Room is in use for a theater production, tenants may have limited or no access to the break room and other common area spaces.
- The door to the Discovery Counseling office should not be used as a pathway unless the Green Room is being used.

Etiquette

- Tenants will be respectful to each other and act in a professional and appropriate manner.
- Noise levels should be kept to a minimum when possible, so as not to disturb other tenants.
- Tenants are encouraged to connect with the arts community in the facility, attend events, and volunteer at the arts center.
- Any issues or concerns with fellow Tenants or your tenancy should be brought to Adam Chow at achow@sanramon.ca.gov or (925) 973-3321.

Rental Procedures

- Applications for monthly Creative Studios will be accepted twice a year. Priority will be given to residents, local artists, and non-consecutive applicants.
- If more applications for monthly Creative Studios are received than studios are available, then a lottery will be conducted. A waiting list will be created for any applications not accepted. As vacancies occur, the applicants on the waiting list will be contacted.

- One creative studio will be available for daily or weekly rentals. Applications will be accepted on an ongoing basis and assigned as space is available. Priority will be given to residents, local artists, and non-consecutive applicants.
- At the end of the rental period, the Tenant shall remove all non-City equipment/supplies from creative spaces. Any items left at the end of the rental period will be disposed.
- Subletting is Prohibited.
- Any cancellations to an existing reservation permit are subject to a cancellation fee. There is a 50% cancellation fee assessed for cancellation between 60-31 days prior to the rental. A 100% cancellation fee is assessed for cancellations 30 days or less prior to the rental.

Monthly Rentals

- Monthly Creative Studio Tenants may renew up to five times for a total rental six months maximum.
- Monthly rental contracts will automatically renew unless written notice to vacate the studio is given to City Staff a minimum of two (2) weeks prior to the renewal date.
- Monthly Creative Studios may be shared by up to 3 artists. Each artist must submit an application and pay the prorated rental fee and deposit.
 - Any damage will be charged equally to the deposits. The City will not handle or mediate disputes between artists who have elected to share studio space.

Rental Fees

| | Refundable Deposit | San Ramon Resident | | | Non-Resident or Commercial | | |
|-----------------|--------------------|--------------------|--------|---------|----------------------------|--------|---------|
| | | Daily | Weekly | Monthly | Daily | Weekly | Monthly |
| Creative Studio | \$125 | \$35 | \$125 | \$395 | \$44 | \$157 | \$494 |

- All rental fees and the refundable damage deposit will be due in full prior to the start of the reservation period. If the Tenant decides to leave the reservation prior to the end date, there will be no refund or pro-ration for the rental fees.
- All creative studio reservations will undergo a pre and post reservation inspection with the tenant to determine the condition of the reserved studio.
- When the rental period is complete, the tenant is expected to vacate the studio as close to its pre-use condition as possible to receive a full deposit. Exceptions are a reasonable amount of paint on the floor/walls or holes smaller than ¼” in the walls.
- After City Staff complete a post rental inspection with the tenant, the deposit will be returned less any damages (if any).
- The City of San Ramon reserves the right to charge additional maintenance fees for damage or additional cleaning based on the post-reservation inspection.

Violation Policies and Procedures

- If the Creative Studio Rental Policies are not followed at any time during the permitted usage, the City reserves the right to end the use agreement prior to the completion of the reservation

permitted use and the ability to renew may be revoked. A prorated refund would be issued and the rental deposit may be retained in full depending on policy and/ or studio condition violation.

- The City reserves the right to change and amend these guidelines at any time.