

# Studio Artist Application

## Studios at 5663

5663 Park Boulevard  
Pinellas Park, FL 33781



City of Pinellas Park  
Library and Cultural Affairs  
6051 78<sup>th</sup> Avenue North  
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# STUDIOS at 5663

## ARTIST INFORMATION AND STUDIO APPLICATION

Studios at 5663 are currently under development by the City of Pinellas Park to provide artists with affordable studio space to create and promote their work, while also contributing to and enriching the community around them.

Approximately 10 studios will be available for lease after January 1, 2016 in our 4,200 square foot building located at 5663 Park Boulevard, within the emerging Creative District of Pinellas Park. Studios range in size from 121 to 325 square feet. In addition to studios, the facility includes a shared gallery to promote the work of studio artists, with equitable access to be determined by the gallery coordinator. The studio lease also includes access to a conference room for artist meetings or for tenant rental for small classroom use. Living space is not available in this facility; please contact Pinellas Park Cultural Affairs for artist live/work opportunities.

The Studios are intended for working artists to create original art and also to engage, and become engaged with, fellow studio artists and the broader community. Artists who are accepted must be prepared to actively use their studios at least 15-20 hours per week during normal business hours, and to volunteer monthly in the gallery. In addition, studio artists will also be required to establish and maintain an area that can be used to display and sell art directly from their studios, and to participate in a monthly Open Studio event to which the public will be invited. Additional promotional activities may be undertaken through collaboration among studio artists, and individual artists may be asked from time to time to donate work for fundraising events, development and promotion of the creative district, or the city's emerging community arts program. Marketing assistance will be provided by the City of Pinellas Park and Pinellas Park Cultural Affairs, but it is the responsibility of individual studio artists to promote their work and to participate in marketing of the Studios at 5663 as a visitor destination.

Priority in studio artist selection will be given to visual artists and artisans. Graphic artists, photographers, and writers will also be considered and are encouraged to apply. Due to building layout and infrastructure, studios are not suited to performing artists nor to all visual art disciplines. Work that requires heavy equipment, bulky materials or a loading dock is not viable, and certain disciplines (for example, metal forging, stone carving, welding, kiln work) will not be accepted. Not all studios have windows. Artists are responsible for providing their own equipment; no shared work space or equipment is provided. Access is available to a shared cleanup sink. Artists are asked to carefully consider these factors in determining whether the studios will meet their needs.

Studio artists will be selected by the City of Pinellas Park following recommendation by a panel consisting of arts professionals and a representative of the Cultural Affairs Office. The ideal applicant will demonstrate:

- A high level of commitment to their medium(s), demonstrated through an extensive and consistent body of work;
- The ability to use refined techniques to express unique concepts in their artistic vision and *original* artwork;
- Aptitude and technical/creative skill, established through experience, shows or collections, references, and/or portfolios; and
- Demonstrated commitment to participation and public engagement, and expressed interest in working collaboratively to contribute to the shared success of the Studios, the Creative District, and the Pinellas Park community in general.

## Studio Lease Terms

The studio lease includes the following:

- Utilities (electric, water/sewer, stormwater, garbage disposal)
- WiFi Internet Access
- Weekday cleaning service for common areas
- Access to shared, unassigned parking at the rear of the building
- 24-hour artist access to studios
- Gallery phone with recorded message
- Equitable access to display space in shared gallery as well as exterior walls of studio

Tenants will be responsible for the following:

- Individual communication services (phone, web, etc)
- Utility usage beyond normal or average usage for special equipment
- Lawful disposal of any hazardous materials
- Compliance with state and local requirements including sales tax and business tax registrations
- Loss or damage to personal belongings, equipment and artwork in both studios and public areas
- Providing annual Certificate of Insurance indicating liability insurance coverage of \$500,000 or more, naming the City of Pinellas Park as an additional insured party under the policy
- Keeping studio space and common areas clean and presentable for other artists and visitors

Required studio and gallery hours:

- Studio artists will share responsibility for opening the members' gallery to the public on weekends, Friday through Sunday. Hours may vary, the following schedule is illustrative only: Friday 5:00 pm – 9:00 pm, Saturday 10:00 am – 6:00 pm, Sunday 12:00 pm – 4 pm. Additional gallery hours may be added by studio artists.
- Individual artists are strongly encouraged to open their studios during gallery hours, either themselves or through collaboration with other tenants. Artists assigned to the gallery must be actively engaged in monitoring the gallery and greeting visitors.
- Regular use of studio space is required. Artists should maintain and keep regular, published studio hours. Studio use should be a minimum of 15-20 hours per week during normal business hours.
- Studio artists are required to participate in monthly Open Studio Events. Special hours will apply to these and other special events, and will be made known accordingly.
- Visitors to the studios outside public operating hours must be guests of resident artists. Guests will be considered the artist's responsibility and must follow the same rules that apply to all tenants.

Additional considerations:

- Selected artists, co-applicants, employees and assistants will be subject to tenant background screening and reference checks prior to lease approval and/or to engagement in the studio.
- Lease terms and renewal options are negotiable but will include a minimum 12-month lease term. Lease renewal is not automatic; renewal of leases is at the full discretion of management and may include an artist review at the end of the previous lease term.
- Non-use of studio space, failure to contribute gallery and event hours, failure to maintain studio and common areas clean and presentable, or failure to comply with other Studios at 5663 Facility Rules of Use are grounds for early termination or non-renewal of the lease.
- Studio space must be left in the same condition as it was found upon entering. A security deposit equal to one month rent is due upon signing of the lease.
- Rent is due the first day of each month, prorated for a partial month at the beginning of the lease.
- Annual rent increases may be implemented as needed for facility operating costs.
- No subletting is allowed.
- Pets are not permitted in the facility.
- No smoking is permitted within the facility or within 25 feet of a facility entrance.

# STUDIOS AT 5663

## ARTIST SELECTION

Two application periods have been scheduled, with dates indicated below. Applicants selected for interview will be notified as quickly as possible, but we recommend that you leave the interview dates open pending notification. Applications not selected for interview or for studio lease during the first application period may be carried over into the second application period; it will not be necessary for artists to re-apply. Additional application periods will be scheduled only as necessary to fill remaining or new vacancies.

### **January 19: Deadline for first application period**

January 25: Selection Committee reviews Studio Applications

February 2: Interviews with Selected Artists

### **February 9: Deadline for second application period**

February 12: Selection Committee reviews Studio Applications

February 19: Interviews with Selected Artists

### **To apply, artists wishing to be considered for a studio must submit the following:**

- Completed artist application form. Please submit additional pages and attachments as needed for co-applicants.
- 10-15 images representative of the work the studio space will be used for. Please include name, title of piece, and date the piece was completed.
- Artist statement and bio. These should be no longer than one page in length.
- Current artistic resume or CV.

**Applications must be submitted by email as a single PDF document, to [drose@pinellas-park.com](mailto:drose@pinellas-park.com). Please include "Studio Application" and your name in the subject line. Questions regarding the application process may also be sent to the email address above.**

**Applicants will be notified by email of the status of their application. Please do not request decisions by phone.**

Selected artists will be asked to submit a separate authorization for tenant background check together with a nonrefundable application fee of \$23.00. Lease approval is conditional upon successful completion of the tenant background check. Please note that each co-applicant, employee, or assistant must also complete a background check prior to occupying the studio.

At the request of the artist, applications that are not selected at the time of first application may be retained on a wait list for consideration as vacancies occur.

### **Additional information regarding liability insurance requirements:**

We suggest that you provide the artist's insurance specifications packet to your insurance carrier to guide them in preparing your price quotation and/or Certificate of Insurance (COI). The COI must be presented prior to execution of the lease.

For information and an illustrative listing of resources for artist property, event, and liability insurance, CERF+ (Craft Emergency Relief Fund + Artists' Emergency Resources) maintains an online listing of insurance resources at <http://www.studioprotector.org/OnlineGuide/Safeguarding/>. Online quotes are provided through some of the listed providers.

# STUDIOS at 5663

## LEASE APPLICATION

NAME OF APPLICANT: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER WITH AREA CODE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE : \_\_\_\_\_ FACEBOOK: \_\_\_\_\_

OTHER SOCIAL MEDIA: \_\_\_\_\_

NAME OF CO-APPLICANT: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER WITH AREA CODE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE : \_\_\_\_\_ FACEBOOK: \_\_\_\_\_

OTHER SOCIAL MEDIA: \_\_\_\_\_

WILL YOU BE SHARING THE SPACE? If so, please provide names and contact information for employees, assistants, or collaborators who would be working with you in the studio:

No  Yes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ARTISTIC MEDIA: (Please include any special equipment, materials, waste disposal, or facility needs that your work requires):

SPACE PREFERENCES (Please check all studio sizes that you are interested in):

- Small (120-150 square feet), \$125 to \$150 per month
- Medium (225-275 square feet), \$220 to \$270 per month
- Large (325 square feet), \$320 per month

DESIRED MOVE IN DATE: \_\_\_\_\_

WINDOW NEEDS (Please note that most studios do not have windows):

- Windows Preferred
- Windows Required
- No Preference

DO YOU CURRENTLY HAVE A WORKING STUDIO SPACE?  Yes  No

If Yes, where and how long? \_\_\_\_\_

\_\_\_\_\_

CURRENT EMPLOYER: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ HOURS OF WORK: \_\_\_\_\_

ANTICIPATED STUDIO USAGE: How many hours per week do you anticipate working in your studio?

- 15-20
- 20-25
- 25-30
- 30-35
- 35-40
- >40

ANTICIPATED STUDIO HOURS: Please provide approximate days and times anticipated for studio hours:

\_\_\_\_\_

ARTISTIC/PROFESSIONAL REFERENCES: Please provide a minimum of two professional references for each applicant. Attach a separate page for co-applicant references.

Name/Title:  
Type of Reference:  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name/Title:  
Type of Reference:  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name/Title:  
Type of Reference:  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

LANDLORD REFERENCES: Please provide contact information for any current and/or former studio or residential rentals. Attach a separate page if needed for co-applicant references.

Name/Title:  
Type of Reference:  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name/Title:  
Type of Reference:  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**APPLICANT SIGNATURE**

**I certify that the information provided on this application is true and complete to the best of my knowledge. I understand and agree that omission of information or false or misleading information provided on this application or during interview may be cause for rejection of this application. I authorize the City of Pinellas Park to verify all information contained herein, and I release all persons from any and all liability for the release of information to the City of Pinellas Park. I understand that submission of the application does not guarantee acceptance. I understand and agree that if selected for further consideration, I will be required to submit additional information and authorization for tenant background check to include, but not be limited to, nationwide public records, criminal background, and eviction history, prior to lease approval. I understand that this application along with information gathered by the City of Pinellas Park to verify this information constitutes a public record under Florida statute and is subject to release accordingly.**

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Co-Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_