



Art Studio Rental Information and Application

1337 Fourth Street San Rafael California 94901 | tel: 415.451.8119 | fax: 415.451.8237 | artworksdowntown.org | info@artworksdowntown.org

Art Works Downtown provides affordable studio spaces for artists in all media, as well as gallery space, office space for arts organizations, housing, and classroom space. We welcome both individual artists and groups.

We house 27 art studios ranging from 100 to 900+ square feet. Rents range from \$150 to \$1,000 per month, plus a one-time \$200 membership fee and a small monthly facilities charge. (Average studio rents are about 350 sq/ft and \$400.) All our studios are located in our building in downtown San Rafael, CA. Available studios can be seen [here](#).

Application requirements

Because studio rentals are popular, the application process is juried, and we typically maintain a waiting list. To be considered for a studio, please read the attached Art Studio Rental Guidelines, then return all of the following materials:

- The artist questionnaire (page 3) describing your profile and needs
- Your website or ten images that describe your artwork. Instagram is not acceptable.
- A biography of your professional experience
- A statement about your artwork or yourself as an artist

We strive to include a diversity of artists and media in the AWD community. If your needs are compatible with our philosophy, we will contact you as space becomes available.

Art Works Downtown Inc. is a charitable nonprofit organization with a 501(c)(3) exemption. For more information visit our website at www.artworksdowntown.org.

Thank you for your interest.

Although Art Works Downtown is not a co-op, studio artists are expected to cooperate with the staff and each other in maintaining a pleasant and productive work place that is also friendly to the public. Each artist helps us create a professional studio environment and supports a consistent, positive community in the art center.

Studio artists are asked to follow guidelines that include but are not limited to:

- 1. Contract.** You must sign a yearly occupancy agreement. Occupancy extensions will be reviewed every two years to ensure that tenants remain active contributors to the AWD community.
- 2. Deposit.** A security deposit equal to one month's rent is required, and is refundable if the space is well maintained. There is a 50% penalty if the studio is vacated before lease term ends.
- 3. Membership.** A one-time membership fee of \$200 is also required, payable in two equal installments beginning in the second month of the rental term. Your membership fee helps provide for signage and inclusion in our physical and online directories.
- 4. Fees.** In addition to rent, a monthly fee is required to cover operating costs and utilities, such as wi-fi, electricity, gas, water, garbage, security, and janitorial services for common areas.
- 5. License.** You must maintain a yearly business license with the City of San Rafael.
- 6. Insurance.** Consider what insurance coverage you may need, if any, in addition to that provided by Art Works Downtown.
- 7. Access.** All studios should be open to the public on a regular basis. Providing a rich, diverse art center experience to the wider community is an important part of our mission.
- 8. Schedule.** You should maintain a regular schedule of studio hours that coincide with AWD's open hours.
- 9. Events.** We host Open Studios and other events several times a year, including a monthly Art Walk on the 2nd Friday of each month from 5-8pm. You are expected to participate in public events that take place at AWD, such as the 2nd Friday Art Walk. These events will increase your visibility, and provide an opportunity to interact with the public.
- 10. Exhibition.** Help us provide an engaging Art Walk experience by displaying art in the hallways around your studio and providing views into your studio.
- 11. Community.** It is essential that you cooperate with AWD staff and fellow artists and with other guidelines that pertain to safety and common courtesy.

Full guidelines are provided upon consideration of an application.



Studio Artist Application Questionnaire

1337 Fourth Street San Rafael California 94901 | tel: 415.451.8119 | fax: 415.451.8237 | artworksdowntown.org | info@artworksdowntown.org

You may submit this form, or the answers to these questions in a separate document.

Date _____

1. Name _____

2. Phone _____ Email _____

3. Website _____

4. What media do you work in? _____

5. Do you have special equipment needs? _____

6. Do you have special ventilation needs? _____

7. How much square footage do you need? _____

8. How much monthly rent can you afford to pay? _____

9. What will your studio schedule be? _____

10. Have you shared a studio space or worked in an art center environment? _____

11. Do you have special skills that you can contribute to AWD? _____

12. Will you open your studio to the public? How often? _____

13. Please provide the name and phone number of a personal reference.

14. Please email your bio and artist resume, or document which describes your artistic practice.

Email to: stan@artworksdowntown.org.