

**New York
needs artists.**

**Artists
need space.**

ChaShaMa

Artist Handbook



Welcome to the Chashama Studio Program!

This handbook provides important information regarding your studio residency. We encourage you to keep a copy on hand at your studio, and can provide additional copies to you in both printed and electronic format.

If you have any questions about the information contained in this handbook, please ask for clarification from your Studio Proctors, chashama's Program Department, and/or chashama's Operations Manager

We look forward to your residency, and seeing what you create in our space.

**Sincerely,
The Chashama Staff**

Important Contacts

Your Proctors

These proctors can work in BOTH buildings, so if you can't reach a proctor in your building, call one "from the other side"

BAT A

Jeanne Marie Wasilik • 917-640-8663 • wasilikjm@gmail.com

Nathan Wasserbauer • 917-420-0306 • nathan.wasserbauer@gmail.com

BAT B

Danny Licul • 347-387-1228 • danny@dannylicul.com

Kristin Reed • 917-375-7144 • kristinreed@mac.com

Dean Radinovsky •

Chashama Contacts

Programming Department

Marc Dale • 212-391-8151 x 46 • dale@chashama.org

Dylan Musler • 212-391-8151 x 41 • dylan@chashama.org

Hazel Santino • 212-391-8151 x 27 • hazel@chashama.org

Operations Department

Colby Cannon Welsh • 212-391-8151 x23 • colby@chashama.org

Adrian Lee • 212-391-8151 x 45 • adrian@chashama.org

Chashama Office

212-391-8151

In case of emergency, also e-mail : urgent@chashama.org

All building emergencies should be immediately reported to the 24-hour main security desk at 718-492-2191 or 718-630-2429

Term of Residency

Once you accept a studio, you will be required to sign an agreement that binds you to performing certain actions, and prohibits you from others. This agreement also states that the rules and regulations posted in the common area of the studios and provided in this Artists' Handbook are to be followed.

Studio use is granted on a month to month basis, and Chashama provides no guarantee that your studio residency will be of any specific duration. We will attempt to give you as much notice as possible before a termination, and hope to provide at least a 30 day notice. This in no way guarantees that a 30 day notice will be provided in all instances.

If certain provisions of the License Agreement, or this Artists' Handbook, are broken, Chashama has the right to terminate the License Agreement and require you to move out of the studio within 24 hours upon notice. Chashama reserves the right to terminate any studio residency for any reason. Upon termination of the License Agreement and Studio Residency, chashama provides no guarantee of future studio residencies or any other programming.

License Agreements are renewed every year, and artists wishing to continue in the Studios Program are required to sign new agreements when the agreement is available. The Artist Handbook may be updated at any time. When the handbook is updated, a new electronic copy will be emailed to the artists and individual copies of the updated material will be placed in all the studios and the common posting areas of the studio building. If an artist does not wish to sign an updated License Agreement, or does not agree to follow the regulations and instructions in an updated Artist Handbook, they must give notice to the Program Director and vacate the studio within 24 hours.

License Fees

- Your studio license fee is due by the first business day of each month.
- Payment of monthly studio fees must be made via the secure online payment system – each month an invoice will be e-mailed to Licensee.
- This invoice will have a unique link for payment.
- You may use that link to pay for that specific invoice only.
- If you owe late fees, or other fees to chashama, please request a separate invoice for those fees

Late Fees

- A late fee of \$10 will be added to your account if License Fee is not paid by the first business day after the 15th of the month in which it is due.
- An additional late fee of \$25 will be added to your account if License Fee is not paid within 30 days of being due.
- If License Fee is not paid within 45 days, an additional fee of \$50 will be added to your account.
- Unpaid License Fees past due in excess of 60 days will be grounds for termination of the agreement.

The Studio Building

Chashama's BAT Studios occupy suite 3J in Building A and 4I in Building B of The Brooklyn Army Terminal. These studios are provided in an as-is condition and may not be modified.

Rules and Regulations at BAT – these are BAT specific regulations.

- All studio artists entering the site should have a BAT picture ID at all times in case of after hours access.
- All loading bays are exclusively used for loading and off-loading. No parking is allowed.
- Merchandise, pallets, etc must not be left unattended on the loading docks or any other common area. They will be removed and costs incurred will be charged to the tenant.
- All tenants shall be responsible to follow Occupational Safety and Health Administration (OSHA) rules and regulations as provided by OSHA – see www.osha.gov for more info.
- Freight elevators will not be held on any floor unless loading or off-loading merchandise and the hold buttons should be the only means of holding a freight elevator.
- Unless otherwise specified, no eating or drinking is allowed in the common areas of the BAT building. These common areas are designated non-smoking environments. There should be no spitting nor littering in common areas and elevators.
- All tenanted areas will keep means of egress unlocked and passable during business hours.
- All food deliveries shall be picked up in the north and south lobbies of Building A or B.
- No ball playing is allowed on the site.
- No gambling is allowed on the site.
- The BAT buildings are non-smoking facilities.
- Consumption of alcoholic beverages is prohibited in BAT and on exterior grounds.
- There will be no drilling and/or noisy construction work from 8:00am to 5:00pm, Mon. to Fri.
- All building emergencies should be immediately reported to the 24-hour main security desk at 718-492-2191 or 718-630-2429
- Pets and other animals are not allowed in the building.
- The passcode to the revolving gate entrance in front of Building B is 3903*

Your Studio

Your studio is provided as-is. You may not modify the structure of your studio by building walls, doors, or shelving/storage that attaches to the walls or floors.

You may paint the sheetrock walls and the floor of your studio, but must return the walls to a solid white and the floor to a solid grey before vacating the studio. The seams and screws in the sheetrock walls must remain visible. You may not plaster over them.

Your studio is designated by letter and number. Be sure to include this designation on all correspondence and rent payments you send us.

The internal area bounded by the walls of your studio is the only area that you are allowed to use to make work, to store your art making supplies and equipment, to store your finished artworks, or to have any furnishings (chair, table, metal shelves).

You must contact Chashama prior to using any areas outside of your studio* and discuss your request with the Programming Department. Things left in the common areas of the building (hallways, loading area, etc) without specific permission – which will be for specific things and a specific time-frame – may be disposed of by chashama at any time. If we can determine who the things belong to, we will put those things in that artist's studio instead of disposing of them, and issue that artist a warning.

The exception to working outside of your studio is the BAT B common workspace. Please see guidelines posted in that common workspace for further information.

**Artists may use certain areas for display of works made in the space by common agreement*

Structural Safety

As mentioned before in this document and in your License Agreement, you may not modify the structure of your studio by building walls, doors, or shelving/storage. You may not add additional structures onto the walls to hang, or attach, lights or sculptures. You may not remove, move or otherwise alter any wall or support or connector.

You may use store-bought metal or plastic shelves, boxes or cabinets. By 'store-bought' we mean simply that it is something that has been designed by a company that specializes in such furnishings. It may be a kit that you assemble, something you find on the street (or at Materials for the Arts), or that you receive by some other means. Shelves and cabinets must be freestanding (they cannot be attached to the walls), level, and loaded appropriately. If we notice shelving that looks overloaded or dangerous, we will contact you to correct it. If it is not corrected in the given time, we will issue you a warning.

Heavy Artwork On Walls

If you plan to hang or build or lean artworks on your studio walls that weigh over 20 pounds, you will need to consult with your proctors regarding the placement of the artwork and wall cleats. You must follow the proctor's suggestions for the placement of these items. If the work looks as if it will become heavier than you initially expected, contact your proctor again to determine what steps need to be taken in order to ensure the structural stability of the studio walls.

Studio Upkeep

You must keep your studio clean and safe for yourself and others to walk through at all times. We recognize that every artist has different ways of creating their work, but the following guidelines must be followed in all studios.

- All sawdust, fabric, paper, etc scraps and debris must be removed from the studio and thrown away on the day it is created. If your work re-uses these scraps, they must be stored in a non-flammable (metal or plastic) container.

- All electric tools and equipment must be unplugged, and their cords wrapped/tied when not in use.

- All flammable materials (Turpenoid, odorless mineral spirits, etc) must be kept in sealed containers, and those containers must be kept in a closed non-flammable (metal or plastic) cabinet or box, clearly marked "Flammable Materials," when not in use.

NOTE: You may use up to 6 fluid ounces of these materials in your studio at a time.

Your working material must be kept in an appropriate container that you seal when you're not using it.

- All extension cords must be run along the edge of the studio's walls, and must not be "jumped" (connected to another cord) behind any object. Power cords / extension cords must not be run under anything covering the floor, nor across a space when not in use.

- All extension cords must be in good condition, must be grounded (3-prong), and must be rated for at least 15 amps.

- All power strips must be in good condition, must be attached to the wall at a height of approximately 3-feet, and must not be covered by anything.

- No eating in your studios – store and eat food in the common area only.

- All rags that have been used with oil paints, solvents, or other flammable materials must be thrown away in the specially marked red bucket marked for flammable rags. We encourage the use of smaller rags that may be disposed of sooner than larger rags. Oil painting rags that are currently in use in your studio must be hung-up allowing for airflow through the rag. Rags used with solvents must be stored in air-tight containers. All rags must be kept away from all electrical outlets, extension cords and all electrical equipment or devices.

- Materials stored in the studio may be only those things that you use for the creation of your artwork. Do not store personal belongings, furniture, vehicles (bikes, skateboards, etc) or other non-art related items in your space. If we determine that you are storing extra materials in your space, we will issue a warning, and you must remove those items immediately.



Flammable and Hazardous Materials

The manner in which you store art materials, handle them, and clean up afterwards will significantly influence the risk of accident or exposure. Only store compatible materials together – identify incompatible materials on a Material Safety Data Sheet. Store chemical containers in cabinets, never on the floor or on shelves above shoulder height where they may fall and break. Make sure all containers are labeled and in good condition (keep materials in their original containers or containers made of the same material). Avoid putting chemicals in breakable containers, food containers, coffee containers, or containers with loose fitting lids.

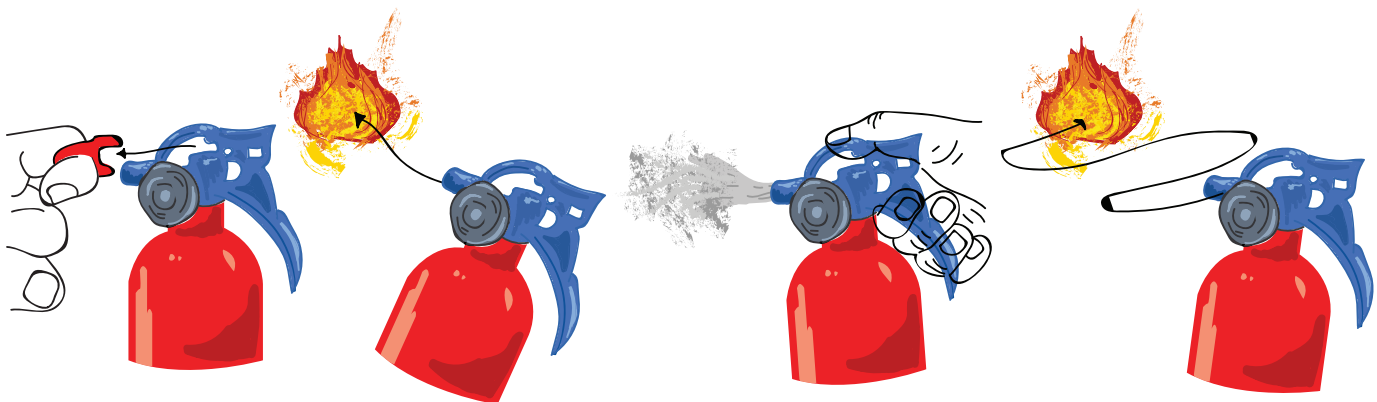
Materials must be used and stored according to Occupational Safety and Health Administration (OSHA) guidelines. If you are using any flammable and/or hazardous materials in your work, you must notify Chashama of your intent to use these materials, and attend an OSHA guidelines overview with Chashama before bringing any flammable or hazardous materials to the studios. When handling flammable or toxic materials, keep containers closed except when you are actually removing material from them.

Wear the appropriate personal protective equipment necessary to protect your skin, eyes, or respiratory system. If working with toxic materials, wear clothing reserved just for that purpose, and remove it when leaving the studio.

If you encounter or create a liquid spill, wipe or mop it up immediately. If the liquid is flammable or hazardous, dispose of the rag in the appropriate container. In the event of an overflowing toilet or sink, mop it up or attempt to contain the overflow in another container and inform your proctors and Chashama immediately.

Fire Safety

Fire extinguishers are hanging on the walls throughout the studios. Please familiarize yourself with their instructions for use, so you'll know what to do if you should ever need to use one.



Pull

Holding extinguisher upright, twist the pin to break the plastic safety seal. Pull the pin completely out.

Aim

Aim low. Point the extinguisher nozzle (or its horn or hose) at the base of the fire not the flames. This is important – in order to put out the fire, you must extinguish the fuel.

Squeeze

Squeeze the handle. This releases the extinguishing agent.

Sweep

Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Watch the fire area. Back away if fire breaks out again repeat the process.

Prohibited Materials, Equipment And Processes:

The following is a list of materials or processes that is prohibited within the studio building. If you have a question about a material not on this list, please check it's Material Safety Data Sheet (just google: [name of material] MSDS). If it has a Fire Rating (red diamond) of 3 or higher, a Health Rating (blue) of 2 or more, or a Reactivity Rating (yellow) of 2 or more, it is not allowed in the studios.

- Any chemicals with a NFPA Fire Rating of 3 or higher (material has a flash point of 100°F or lower)
- Acetone
- Acids
- Aromatic epoxies
- Aromatic epoxy paints
- Asbestos laden stone (some alabasters and soapstone)
- Benzene
- Bondo and similar fillers
- Candles
- Contact cement (except water-based)
- Fiberglass
- Incense
- Kerosene
- Mineral Spirits (odorless is ok)
- Petroleum / Gasoline
- Toluene
- Turpentine
- Xylene



Hazardous Pigments

Pigments marked with an * are teratogenic or fetotoxic in humans and/or lab animals.

- Aureolin/Cobalt Yellow
- Burnt Umber
- Cadmium Reds, Yellows, and Orange*
- Cadmium-Barium Reds, Yellows, and Orange*
- Cadmium-Vermilion Red*
- Cerulean Blue
- Chrome Yellow*
- Chromium Oxide Green
- Cobalt Blue, Green, Violet, and Yellow
- Diarylide Yellow*
- Flake White*
- Graphite
- Hansa Yellows
- Lamp Black
- Lithol Red
- Mars Brown
- Manganese Blue
- Manganese Violet
- Naples Yellow*
- Phthalocyanine Blue*
- Phthalocyanine Green*
- Raw Umber
- Toluidine Red
- Vermilion
- Viridian

Equipment and Furnishings:

- Couches, Futons, or any other upholstered furniture
- Hotplates or hotpots
- Incandescent, Halogen, Neolite or Purelite lights or other high temperature light bulbs
- Kilns
- Microwaves
- Propane or butane torches
- Pneumatic tools
- Refrigerators
- Rugs or carpets

Processes:

- Brazing
- Burning
- Dry carving/rasping/sanding which creates excessive amounts of airborne silt (with such materials as plaster, plastics, wood, stone, etc.)
- Encaustic
- Spraypainting or Airbrushing within the studio building
- Welding
- Any process which creates hazardous or noxious fumes.

This list of prohibited materials, equipment and processes may be amended at any time. Amendments will be emailed to each artist, and a new list will be posted in the common areas of the studios.

If we discover something on the prohibited list in your studio, we may issue a warning or terminate your residency. If you discover that a newly prohibited material, equipment or process is something that you were using to make your art, contact Chashama immediately.



Lighting Your Workspace

Chashama provides general fluorescent lighting for the studios.

All general lighting is controlled via standard light switches. In BAT A, they are left of the entrance, past the freight elevators. In BAT B, they are to the immediate right of the entrance. Please turn on only the lights needed for your studio.

When you leave the studios, check the sign-in / sign-out sheet and turn off your light switch if no one else is in the part of the studios lit by that switch.

If you require extra lighting for your studio, you may supplement the overhead light with clamp lighting fixtures and compact fluorescent or L.E.D. light bulbs only.

Incandescent, Halogen, Neolite, or Purelite bulbs are not allowed.

When installing supplemental lighting, do not wrap or hang cables, clamps, string, wire, electrical cords, etc from any overhead sprinkler pipes or electrical conduit/hardware.

Clamp lights may be clamped from any supporting or overhead, metal partition supports which were used in constructing your studio. These metal supports usually run overhead diagonally in your studio corners or overhead lengthwise in middle sections of some studios. Electrical power bars or extension cords absolutely cannot be wrapped or strapped around these supports. Clamp light electrical cords, however, may be neatly secured by plastic ties to these overhead studio supports to reach your power source. Secured clamp light lines should be taut and run in a straight line towards your power source. Do not bundle or wind electrical cords to these supports as this creates a potential electrical hazard.

NOTE: ONLY YOUR PROCTORS MAY REPLACE THE OVERHEAD LIGHTS. THE AMOUNT OF POWER GOING TO THESE LIGHTS IS NEARLY DOUBLE STANDARD LIGHTBULBS. NEVER ATTEMPT TO REPLACE OR REMOVE THE OVERHEAD LIGHTS.



Freight Elevators

The freight elevators are operational during business hours, and service a number of businesses throughout the building. Unless it is an emergency, do not exit the freight elevator on any floor other than our studio floor – doing so may result in you being arrested for trespassing.

You must open the freight gate before using the elevator, and secure it after you are finished. If you have questions about the gate, ways of securing the elevators, or operation of the elevator, ask a studio proctor for answers or assistance. Do not use the freight elevator if you are unsure of how to use it (you may get stuck in it or cause problems for other tenants).

Exits

There are three exits within the space: two emergency stair exits and one main door. Use the emergency exits only in an emergency. Do not use the elevators in an emergency. Floor plans of the studios with emergency exit routes marked are posted throughout the studios. Please familiarize yourself with them and leave by the nearest available exit in the event of an emergency.

Fire Pull Stations (red metal, pull-handle boxes) are located at eye level next to all of the emergency stair exit doors. In case of fire and evacuation, please pull this T shaped lever down before exiting to alert building and fire department of existing fire emergency. This will also activate the fire alarms throughout the studio areas to alert all other studio artists present in the building area of fire.

Reporting Incidents

In the event of an emergency, take appropriate actions to insure your safety and the safety of others in the building.

If there is a fire and you are evacuating the building, remember to pull one of the Fire Pull Stations (red metal, T-shaped pull-handle boxes) that are located at eye level next to all three of the emergency stair exit doors to alert building and fire department of existing fire emergency. This will also activate the fire alarms throughout the studio areas to alert all other studio artists present in the building area of fire.

Call the BAT 24-hour main security desk at 718-492-2191 or 718-630-2429. As soon as you and others are out of harms way, notify chashama of the emergency. Please email urgent@chashama.org and call our emergency numbers.

For all other non-emergency incidents, contact your proctors. If you can not reach your proctors, contact the main office at 212-391-8151 (extension 46, 27, 41, and/or 23).

Guests

A guest is anyone who has not signed an agreement with chashama, and includes curators, family members, models, etc. You may have up to two guests in your studio at one time provided that all of the following conditions are met for every visitor – even if he/she has visited before. Occasionally, we may have to limit the number of guests. We allow guests based upon first notification. If we reach our limit for a specific day, we will respond to your email asking you to re-schedule your visit.

Persons Unknown to You

When entering or exiting the studios, do not let anyone else into the space, even if they can pronounce 'Chashama' correctly or know the name of someone on staff or in the studios. You can give such people our phone numbers, and encourage them to call us if they need access.

If you are in the studios, and you encounter someone you do not know, we encourage you (if you feel safe about it) to ask the person, in a friendly manner, who they are, whom they are with, and what they are doing in the space. If the person does not answer, gives strange answers, or seems “sketchy,” and you feel you are able to, you may ask the person to leave.

We don't want to encourage confrontation, but we wish to empower you to help keep the building secure. If the situation is such that you do not feel comfortable in the presence of such a person, or they do not respond to you, please call Chashama and let us know about the situation immediately.

Doors

Do not prop or leave any of the studio doors open. Make sure the doors lock behind you. If you see that a door is open or find it unlocked without someone else present, please close and lock it.

Attaching doors to the studio openings is not allowed at the B.A.T. Studios. If you wish to have visual privacy, you may cover your doorway, and the gaps between studio walls with fireproof material purchased from a licensed fireproof material supplier. A certificate of the material's fireproof rating must be displayed outside of the studio, and a copy of the certificate must be sent to Chashama's office.



Warnings, Fines and Terminations

If you, or your assistant or guests, break one of the rules or terms of your agreement listed in the License Agreement or within this Artist's Handbook, you will be issued a warning.

These rules that, if broken, may result in the immediate termination of your residency:

- Smoking in building. This includes from, or out of, a window or door.
- Sleeping in the building. (yes, even if you're 'napping')
- Borrowing, moving or otherwise using any property belonging to other tenants or Chashama without express permission from the owner of the property.
- Entering another artist's studio without permission of that artist.
- If your studio is not being used solely as studio work space.

The first warning comes with a fine of \$20. If the condition that you are warned about continues beyond the date and time that we provide you to remedy the situation, we will issue a second warning. If another regulation or term of your agreement is broken, we will issue a second warning. The second warning comes with a fine of \$40. After the second warning, there are no other warnings.

A third infringement of the rules, procedures, terms of agreement, etc. will result in the termination of the License Agreement, and you will be required to vacate the studios within 1 to 7 days, depending upon the circumstances.

NOTE: We are not looking to terminate artists' studio agreements, but we have this system in place to help protect the interests of all the artists in the studio building, as well as to protect Chashama's use of the building. (For example: if a property owner were to find an artist smoking, sleeping in the studio, or doing something else that they have told us not to allow in their building, they might terminate Chashama's use of the building and everyone would lose their studios).

Studio Tours

From time to time, we may conduct tours of the studios for potential donors, curators, public figures, and others. These tours will always be guided by a member of Chashama's staff, and when possible, we will notify all Studio Artists via email of the date and time of the tour. It is vitally important that you keep your studio and the common areas tidy and safe so that we're able to present the Studio Program and its artists in the best possible light. If someone from one of these tours is interested in a particular artist's work, we will make introductions as appropriate.

BAT-A (Loading Dock 7) Freight Instructions

1. Gate lock code: 4321.
2. Call floor. *Arrow light will not illuminate.* There may be a 10-15 minute wait depending on time of day. If the elevator doesn't arrive, contact the front desk and see which floor the elevator is occupied on.
3. When inside, hold close button till elevator gate is closed.
4. Freight elevator will lead straight to the dock;
Call 3R to return to the studios.

SECONDARY ELEVATOR



Entrance to secondary elevator



Elevator view (Right hand side)

IF YOU ARE STILL HAVING PROBLEMS, SEE THE ATTENDANT AT THE FRONT DESK

BAT-B (Loading Dock 6)

Freight Instructions

- 1.** Unlock roller grates for all three elevators.
This will ensure that when you return from the loading dock, you will be able to take any of the elevators back up.
- 2.** Call floor. Arrow light will not illuminate. There may be a 10-15 minute wait time.
- 3.** When inside, hold close button till elevator gate is closed.
- 4.** Freight elevator will lead straight to the dock;
Call 4R to return to the studios.

IF YOU ARE STILL HAVING PROBLEMS, SEE THE ATTENDANT AT THE FRONT DESK