

**STUDIO TENANT APPLICATION FORM**

date of application: \_\_\_\_\_

Individuals applying for studio space must provide:

-A completed application form

-A CD including:

-Curriculum Vitae (CV)

-10 digital images including image key

-A written statement of your intended use of the space  
and how it will benefit you as a working artist. (250 - 300 words)

-Emerging artists with limited CV must provide 3 references.  
(Including Artists, Visual Arts Professors, Curators, etc.)

name: \_\_\_\_\_

email: \_\_\_\_\_

phone #(s): \_\_\_\_\_

address: \_\_\_\_\_

city, postal code: \_\_\_\_\_

I \_\_\_\_\_ (the applicant) have read the tenant application policy and agree to abide by said policy:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDIO TENANT PARTNER INFO (if applicable)**

If you intend to share a studio please provide contact information of studio-mate.

name: \_\_\_\_\_

email: \_\_\_\_\_

phone: \_\_\_\_\_

Please indicate your preference in studio space (1- first preference):

\_\_\_\_\_ individual studio

\_\_\_\_\_ shared studio

If accepted each person must fill out a full application and co-sign a lease.

**office use only**

Date received: \_\_\_\_\_ Date reviewed: \_\_\_\_\_

Date approved/denied: \_\_\_\_\_ Checked references: \_\_\_\_\_

Approved by: \_\_\_\_\_ (print)

\_\_\_\_\_ (sign)

## STUDIO TENANT APPLICATION POLICY

### **Harcourt House Artist Run Centre Studios exist for the ongoing, active development and creation of visual art.**

Applying for a studio space at Harcourt House is a pre-approval system only. Approved applicants will be placed on the waiting list until further notice.

Individuals interested in securing a studio space in Harcourt House must provide a completed application, a CD including: Curriculum Vitae (CV), 10 digital images including image key, A written statement of your intended use of the space and how it will benefit you as a working artist. (250 - 300 words). Emerging artists with limited CV must provide three references of visual art professionals in the art community. (Including Artists, Visual Arts Professors, Curators, etc.)

If the applicant intends to share the studio space, each person intending to work in the space must complete an application.

At present, Harcourt House requires a minimum lease of one year that shall begin in January.

No person may take up residence, temporary or otherwise in a space leased at Harcourt House. Any person so doing will be evicted upon the approval of the Board of Directors.

Harcourt House gives priority to artists working in visual disciplines. Any other use must be included in the written statement.

Harcourt House will give priority to artists whom can demonstrate an ongoing dedicated production of artwork and pursuit of an artistic career.

Harcourt House may request an interview with all applicants before approving any application.

Harcourt House will assess all applications by a jury process that will include the Executive Director or staff member, one member of the board of Directors and one existing tenant.

Unsuccessful applicants may appeal (in writing only) to the Harcourt House Board of Directors. The decision of the Board of Directors on an appeal is final.