

**STUDIO TENANT APPLICATION FORM**

Date of Application: \_\_\_\_\_

Individuals applying for studio space must provide:

- A completed application form
- A CV or resume detailing your education, body of work, exhibitions, and work history.
- 10 digital images including image key
- A written statement (300 words max) of your intended use of space, detailing the scope of your projects.
- 3 references from recognized visual arts professionals. These may include artists, professors, curators, gallery owners, etc.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, postal code: \_\_\_\_\_

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

**GENERAL ARTIST INFORMATION**

Studio Requested: \_\_\_\_\_

Medium: \_\_\_\_\_

Intended term of Lease: \_\_\_\_\_

Please indicate your preference in studio space:

\_\_\_\_\_ Individual studio

\_\_\_\_\_ Shared studio      With: \_\_\_\_\_

If you intend to share a studio 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 and 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 and contacted when space becomes available.

Individuals interested in securing a studio space in Harcourt House must provide a completed application, a Curriculum Vitae (CV), 10 digital images including captions, an artist's statement of your intended use of the space and how it will benefit you as a working artist (300 words max). Artists must also provide three references of visual art professionals in the arts community, including artists, 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 December.

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 who 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 artist.

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.