

# **Jing Clay Art Formosa**

## **Rules And Regulations**

### **1. Working hours**

(1.1) Artist(s) are responsible to arrange and plan for their working schedule and personal activities, but please use electric kiln and gas kiln time before 20:00, which is conducive to technical guidance by technicians.

(1.2) Our studios' roller shutter door shall be closed latest at 0000hrs. The last artist(s) to leave the working space shall be responsible to help close the shutter door. It is a simple operation and we will inform on site.

And in the mornings, the first artist to begin working in the studios shall open the studios' shutter door.

## 2. Key safekeeping

(2.1) During your stay in the center, you will be given 1 electric door key, 1 roller shutter door key to enter and exit the Jing Clay Art Formosa, and 1 room key, 1 personal locker key, please safeguard the keys and do not misplace it. There will be a replacement fee imposed to the artist(s) in case of loss for any keys.

(2.2) For safety reasons, please ensure to close the electric gate after entering and exiting the Jing Clay Art Formosa.

(2.3) Family members or friends of artists are not allowed to enter or stay overnight at the Jing Clay Art Formosa unless special permission is granted by the management.

### 3. Smoking

Smoking is prohibited in all indoor spaces in Taiwan. Therefore, smoking is prohibited in all indoor spaces and kiln rooms at Jing Clay Art Formosa, please proceed to outdoor spaces for your smoking needs. We hope that all residing artist(s) be considerate to others also working in the space.

### 4. Drug use

At Jing Clay Art Formosa, we take a very strict stance towards usage of drugs on our premises. Here, we completely ban drugs usage or abuse. And we shall take serious actions to anyone found to have broken the Taiwanese Law within our premises.

### 5. Air conditioning use

The conference lounge and accommodation space are equipped with air conditioning, if you leave the above space, please ensure to turn off the air conditioning power.

## 6. Hygiene management

Please maintain a certain level of cleanliness while working in our studios. All public spaces, personal workspace and accommodation shall be equipped with cleaning supplies. Please feel free to use the equipment. We suggest at the minimum to clean once a week regularly. And your efforts to keep our spaces clean shall benefit the other artist(s) working and sharing the spaces.

## 7. End of residency

(7.1) Before the end of your residency, we understand that some changes might be made to your plans while in Taiwan. Artist(s) shall inform and confirm of date and time of departure from Jing Clay Art Formosa with our staff. Please make sure to do that at least one week in advance.

Please make sure to clean up your room, workspace and remember to pack all your belongings into your luggage. And please take the rubbish and place at designated area. Jing Clay Art Formosa will not be responsible for any artist(s) belongings left behind.

Jing Clay Art Formosa's staff shall inspect the spaces used by the artist(s) during the program. There shall be an imposed cleaning fee of 1500nt, if cleaning was not done or acceptable to our terms.

Regarding damages to equipment and/or furniture. Jing Clay Art Formosa hopes that artist(s) shall also care for all equipment and furniture that are provided. Any intentional damages made within our premises; artist(s) shall pay for the damages accordingly.

(7.2) Before leaving the Jing Clay Art Formosa, please be sure to return the keys and pay the usage fees for the studio space, accommodation, kiln, etc. In addition, please be sure to clear and clean all your personal belongings such as personal artwork, accommodation spaces, and food inside the refrigerators, Jing Clay Art Formosa will not keep all the leftover belonging.

(7.3) Jing Clay Art Formosa will not rent out space or provide service to store any artwork(s) made by the artist(s) during the program.

## 8. About accommodation

(8.1) Tables and chairs, personal wardrobes, mattresses, pillows, cleaning mats shall be provided in the accommodation space. In case artist(s) do not prefer our pillow cases / bed sheets / quilts / etc, please bring along your own personal set. Please maintain the condition of these furniture and things provided for your comfort. A cleaning fee of 1500nt will be imposed to the artist(s) in case of damage done to the pillow cases / bed sheets / quilts.

(8.2) Eating and drinking are strictly not permitted in the accommodation space.

(8.3) Shoes are not allowed in the accommodation room. Shoe cabinets will be available outside the room, please ensure to arrange your shoes neatly on the cabinets.

## 9. Use of the laundry

We have a coin operated washing machine in our laundry area. It's 40nt per use. Please do not overload the washing machine and only use it between 0800hrs ~ 2100hrs daily. In addition, please dry your clothes in the outdoor drying field.

## 10. Kitchen use

(10.1) Please take off your shoes when entering the kitchen, keep the kitchen clean and take care of public kitchen utensils and dishes. Please be sure to dry and place them in their original place after washing the dishes.

(10.2) Jing Clay Art Formosa provide refrigerator on site, please make sure to write your names and check on your food expiry. At the end of your stay, please remove all your food from the refrigerator.

(10.3) Meals can be consumed in the kitchen or conference lounge.



(10.4) When cooking together, please be considerate of one another and do not inconvenience everyone.

## 11. Use of Water dispenser

The water dispenser has options for cold / warm / hot water for drinking or cooking purposes. Do not pour any residue like tea leaves or food waste into the water catchment area. Any food waste, shall be disposed in designated container.

Agree to sign: \_\_\_\_\_