

## **Terms and Conditions of creative stays at the Centre of Polish Sculpture in Orońsko**

This document specifies the principles of using sculptural ateliers, the sculpting ground, hotel, club and dining hall during artists' creative stays at the Centre of Polish Sculpture in Orońsko.

### **§ 1**

#### **Sculptural ateliers**

1. Sculptural ateliers consist of an atelier and a bathroom downstairs and a lodging annex upstairs.
2. In each atelier there is a list of furnishing and equipment.
3. Ateliers are rented for days, from 14:00 till 10:00 the following day.
4. Ateliers may be used by:
  - 1) Sculptors during individual or group creative stay;
  - 2) Students of art academies or art faculties during individual or group creative stay;
  - 3) Pupils of art schools during group stays.
5. The person using the atelier is obliged to:
  - 1) Get acquainted with the Terms and Conditions;
  - 2) Inform the manager of the Centre for Sculptors' Creative Stay (OPTR) about any defects or gaps in the furnishing and equipment of the atelier as checked against a list;
  - 3) Report any damages in the atelier to the OPTR manager or receptionist of the Sculptor's House; failure to do so will result in the person bearing financial responsibility for the damage;
  - 4) Comply with the Health and Safety rules, fire safety rules as well as with Terms and Conditions of services provided by the CRP;

- 5) Keep the premises clean and tidy, use the sanitary facilities as well as the sculpting ground and atelier equipment properly;
  - 6) Keep quiet hours from 22:00 to 7:00;
  - 7) Insure against the consequences of personal accidents.
6. The person using the atelier bears financial responsibility for any damage to furnishing the of the atelier, as well as any damage to the tools and equipment done of their fault or the fault of people accompanying them.
  7. Unauthorized people, i.e. not registered by the Management to stay at the atelier, are not allowed to use the lodge.
  8. Keeping animals (cats and dogs) at the atelier is allowed after gaining prior acceptance of the OPTR manager.
  9. The person using the atelier bears all responsibility for any damages done by the animals mentioned in section 8.
  10. When in generally accessible space, the animals must be kept on a lead. Animals must not be brought into the dining hall at the Sculptor's House.
  11. The person using the atelier receives and returns the key at the reception of the Sculptor's House.
  12. Using the outdoor atelier, installations and equipment of the sculpting ground is allowed only when accepted by the OPTR manager.
  13. The atelier is cleaned once a week or, at the request of the person using the atelier, every 3 days, between 7:00 and 15:00.
  14. In the case of making any damage to the atelier furnishing, equipment and tools made accessible, the person using the atelier covers the cost of repairs or the cost of purchase of new things to replace the damaged ones.
  15. The use of heaters is not allowed.
  16. In the case of absence at the atelier, the person using it should leave a contact phone number.
  17. Before leaving the atelier, its user is obliged to surrender it, to return the rented tools and equipment to an authorized worker of the CRP and to make financial settlements.
  18. Following an agreement of the OPTR manager, the artist is allowed to leave the sculptural work produced during the creative stay for the period of 3 months.
  19. The work left should be protected against external factors by the artist.

20. Artists leave their works at their own risk – the CRP does not bear responsibility for any possible damage.
21. After the period mentioned in section 18 the artist is obliged to collect the work.
22. Detailed terms of leaving an artwork mentioned in section 18 are specified in an agreement signed with the CRP.
23. The CRP charges for the stay and the use of the atelier .
24. The charges for using the atelier and services offered by the CRP are specified in the current directives issued by the Director of the CRP in Orońsko.
25. The person using the atelier is obliged to settle the charges for stay and use of the atelier before their arrival, on the basis of invoice issued by the CRP.
26. On the last day of stay the person using the atelier is obliged to make settlements according to the current price list for additional services performed by the CRP.
27. Ateliers may be booked for the period of up to 4 weeks.
28. In justified cases, after an agreement of the CRP Director, ateliers may be booked for a period longer than 4 weeks.
29. Ateliers can be booked by sending an email to the address [j.wozniak@rzezbaronsko.pl](mailto:j.wozniak@rzezbaronsko.pl). **Booking is understood as making a reservation with the obligation to pay for renting an atelier and for the ordered services.**
30. Booking may be cancelled not later than 30 days before the starting date of using the atelier. In such a case the person making the booking is not charged any costs of renting atelier or accommodation. When the cancellation is done in a period shorter than 30 days, the person making the booking pays the full price of renting atelier and accommodation for the whole period .

## § 2

### Sculptor's House

1. Sculptor's House offers accommodation in single, double, triple and 4-people rooms with bathrooms. There is a Sculptors' Club and a dining hall at the Sculptor's House.
2. In each room there is a list of furnishing and equipment.
3. The Sculptor's House may be used by:
  - 1) Sculptors during individual or group creative stay;

- 2) Students of art academies or art faculties during individual or group creative stay;
  - 3) Pupils of art schools during group stays.
4. People using the Sculptor's House are obliged to:
- 1) Get acquainted with the Terms and Conditions;
  - 2) Inform the manager of the Centre for Sculptors' Creative Stay (OPTR) any defects or gaps in the furnishing and equipment of the room as checked against a list;
  - 3) Inform the OPTR manager or receptionist of the Sculptor's House about any damages in the room; failure to do so will result in the person bearing financial responsibility for the damage;
  - 4) Comply with Health and Safety rules, fire safety rules as well as with Terms and Conditions of staying and of the services of the CRP;
  - 5) Keep the premises clean and tidy, use the sanitary facilities, as well as the equipment and tools, including those in the sculpting ground properly;
  - 6) Keep quiet hours from 22:00 to 7:00;
  - 7) Insure against the consequences of personal accidents.
5. The person using the room bears financial responsibility for any damage to furnishing the of the room, as well as any damage to the tools and equipment, done of their fault of the fault of people accompanying them.
6. Unauthorized people, i.e. not registered by the Management to stay in the room, are not allowed to use the accommodation.
7. The person using the room receives and returns the key at the reception of the Sculptor's House.
8. Using the outdoor atelier, installations and equipment of the sculpting ground is allowed only when accepted by the OPTR manager.
9. The room is cleaned once a week or, at the request of the person using the room, every 3 days, between 7:00 and 15:00.
10. Smoking is not allowed in the Sculptor's House.
11. The quiet hours at the Sculptor's House are from 22:00 to 7:00.
12. The Sculptor's House accepts guests with animals (cats and dogs), which requires additional charge; The person using the room bears all responsibility for any damages done by the animals.

13. When in generally accessible space, the animals must be kept on a lead. Animals must not be brought into the dining hall of the Sculptor's House.
14. In the case of making any damage to the room or its furnishing the person using the room covers the cost of repairs or the cost of purchase of new things.
15. Due to the fire safety it is not allowed to use immersion heaters, irons and other electrical appliances which are not included in the equipment of the room. It does not apply to phone chargers and computer power adapters.
16. On the last day of stay, the person using the room is obliged to make financial settlements of the stay and for using additional services provided by the CRP.
17. After an agreement of the OPTR manager, the artist is allowed to leave the sculptural work produced during the creative stay for the period of 3 months.
18. The work left should be protected against external factors by the artist.
19. Artists leave their works at their own risk – the CRP does not bear responsibility for any possible damage.
20. Detailed terms of leaving an artwork mentioned in section 17 are specified in an agreement signed with the CRP.
21. After the period mentioned in section 17, the artist is obliged to collect the work.
22. When the person is absent from the room, they should leave a contact phone number.
23. The CRP charges for the stay and the use of the room.
24. The charges for accommodation and services provided by the CRP are specified in the current directive issued by the Director of the CRP in Orońsko.
25. The person using accommodation at the Sculptor's House is obliged to settle the charges for the room before their arrival, on the basis of invoice issued by the CRP.
26. On the last day of stay the person using the accommodation is obliged to make settlements according to the current price list for additional services performed by the CRP.
27. Accommodation for creative stay may be booked for the period of up to 4 weeks.
28. In justified cases, after an agreement of the CRP Director, accommodation may be booked for a period longer than 4 weeks.
29. Accommodation for creative stays can be booked by sending an email to the address [j.wozniak@rzezba-oronsko.pl](mailto:j.wozniak@rzezba-oronsko.pl). **Booking is understood as making a reservation with the obligation to pay for renting an atelier and accommodation.**

30. Booking may be cancelled not later than 30 days before the starting date of arrival at the Sculptor's House. In such a case the person making the booking is not charged any costs of booking atelier or accommodation. When the cancellation is done in a period shorter than 30 days, the person making the booking pays the full price of accommodation for the whole period.

### § 3

#### **Sculpting Ground and common atelier**

1. The 3000 m<sup>2</sup> Sculpting Ground, equipped with electrical, compressed air and water installations, and the 130 m<sup>2</sup> common atelier are designated for realization of artistic projects by people mentioned in § 1, section 4 and § 2 section 3 during their creative stays.
2. People using the sculpting ground and the common atelier obliged to:
  - 1) Get acquainted with the Terms and Conditions;
  - 2) Inform the OPTR manager about any defects of the installations and equipment of the sculpting ground; failure to do so will result in the person bearing financial responsibility for the damage caused as a result of it;
  - 3) Comply with Health and Safety rules and fire safety rules as well as with Terms and Conditions regarding stay and use of services provided by the CRP;
  - 4) Keep the area around the workstation in the sculpting ground and the common atelier clean and tidy,
  - 5) Keep quiet hours from 22:00 to 7:00;
  - 6) Insure against the consequences of personal accidents.
3. The person using the workstation in the sculpting ground and the common atelier bears financial responsibility for any damage to the tools and equipment done of their fault or the fault of people accompanying them.
4. Using the installations and equipment in the sculpting ground and the common atelier is allowed only when accepted by the OPTR manager.
5. The workstation in the sculpting ground and the common atelier are cleaned once a week or, at the request of the person using the workstation, every 3 days, between 7:00 and 15:00.

6. In the case of making any damage to the equipment, installations and tools, the person using them covers the cost of repairs or the cost of purchase of new things.
7. On the last day of stay, the person using the sculpting ground or common atelier is obliged to return the rented tools and equipment to an authorized worker of the CRP.
8. The CRP charges for the use of the sculpting ground and the common atelier.
9. The charges for using the sculpting ground, the common atelier and services provided by the CRP are specified in the current directive issued by the Director of the CRP in Orońsko.
10. The person using an outdoor workstation in the sculpting ground or the common atelier is obliged to settle the charges for them before starting using them.
11. On the last day of stay the person using the workstation in the sculpting ground or the common atelier is obliged to make settlements according to the current price list for additional services provided by the CRP.
12. A workstation in the sculpting ground or the common atelier can be booked by sending an email to the address [j.wozniak@rzezba-oronsko.pl](mailto:j.wozniak@rzezba-oronsko.pl). **Booking is understood as making a reservation with the obligation to pay for renting a workstation in the sculpting ground or the common atelier plus for the booked services.**
13. Booking may be cancelled not later than 30 days before the starting the use of a workstation in the sculpting ground or the common atelier. In such a case the person making the booking is not charged any costs of booking a workstation in the sculpting ground or the common atelier. When the cancellation is done in a period shorter than 30 days, the person making the booking pays the price of renting a workstation or the common atelier for the whole period.

## §4

### Final provisions

1. All queries or complaints regarding your stay should be reported to the reception of the Sculptor's House, ext. 55.
2. Meals in the dining hall are served:
  - 1) Breakfast – from 8 am to 9 am;
  - 2) Dinner – from 1 pm to 4 pm.

3) Supper – from 5 pm to 6 pm.

Outside these hours meals will not be served.

3. Keeping any dangerous substances, weapons and ammunition in the room is forbidden.
4. The CRP keeps registers of people using ateliers and hotel rooms.
5. The people staying at the CRP should fill in a registration card at the reception of the Sculptor's House.
6. The charge for losing the door key to the room or atelier is 50 PLN.
7. Free unguarded car park is available for guests during their creative stay at the CRP, in the Sculptor's House or in atelier.
8. The CRP may refuse to rent an atelier, room or an outdoor workstation to any person who blatantly violated the provisions of the Terms and Conditions regarding the stay and use of services provided by the CRP or did damage to the property of the CRP or to the property of other people staying in the CRP compound.
9. Personal objects left behind by the people using accommodation will be sent to the address they indicated, at their expense and risk.
10. Bookings mentioned in this document may be made for the following year starting from 1 September each year.
11. The Terms and Conditions of staying at the CRP are made accessible on the Internet website [www.rzezba-oronsko.pl](http://www.rzezba-oronsko.pl)
12. Booking an atelier, workstation in the sculpting ground, common atelier or accommodation at the Sculptor's House is synonymous with accepting the Terms and Conditions of stay.