



**3795 Pilot Knob Rd, Eagan, MN**

**BUILDING CONDUCT AND USE TERMS**

**A. GENERAL POLICIES**

1. **Safety.** It is your responsibility to know and apply Art Works' safety rules and guidelines, and to ensure your competent knowledge of any and all equipment you use, whether it belongs to Art Works, to you, or to another Member. If an injury occurs that requires first aid or medical attention, you must submit an incident report to Art Works.
2. **Hazardous Substances and Activities.** Members are strictly prohibited from using, storing or producing toxic or Hazardous Substances, or engaging in any Hazardous Activities, without specific written approval from Art Works. If you question whether or not you are using or doing something unusually hazardous, you probably are, so please ask. Art Works has a zero-tolerance policy for violations of this provision.
  - a. *"Hazardous Substances"* mean materials that may cause or pose a present or potential hazard to human health or the environment when improperly used, stored, disposed of, generated, or otherwise handled. This term includes, without limitation, any flammable substances such as gasoline, acetone, paint thinner, turpentine or linseed oil, any aerosol sprays, such as fixatives or sealants, or any liquid or powdered toxic metals, such as cadmium, chromium, cobalt, lead or nickel.
  - b. *"Hazardous Activities"* mean activities that, because of the substances, equipment, or processes involved, may cause or pose a significant or unusual, present or potential hazard to human health or safety when improperly used, done, stored, or otherwise handled. This term includes, without limitation, any use of the Makerspace equipment that varies from the commonly understood intended use of said equipment, any use of open flame, or any heating or cutting of metal.
3. **Alcohol, Smoking and Drug Use.** No smoking, including of vapor electronic cigarettes or apparatuses, is allowed inside the Building or within 25 feet of any entrance to the Building. You may not consume or keep alcohol in or around the Building, except during Art Works-sponsored events for which Art Works has specifically permitted alcohol. Art Works has a zero-tolerance policy with regards to the use of illegal drugs anywhere in or around the Building.

4. **Disallowed Uses of Building or Studios.** You may not:
  - a. Use any of Art Works' office equipment or supplies, including without limitation, printers, copier, scanner, paper, or general office supplies without express, single-use permission from Art Works Management, unless you are a WorkTogether Community Plus Member or an authorized agent of an Organizational Member.
  - b. Use any studio space to which you do not have membership benefits.
  - c. Use the Building or Studios as a residence.
  - d. Offer classes in the Building unless specifically authorized by Art Works. Private Studio Members may, however, conduct individual one-on-one instruction in their respective Studios.
  - e. Hold a sale event in or around the Building unless specifically authorized by Art Works. You may, however, conduct limited individual sales transactions in the Building or Studios.
5. **Respect for Others.** Please be aware and considerate of the needs of other Members working around you. Music (content and volume), the amount of space you occupy in Communal Studios, the Makerspace, or Common Areas, and other personal work habits can directly impact fellow Members. You are encouraged to use lounging areas for social visits, whether between Members or with guests. The health, safety and property of other Members' should be respected as if your own.
6. **Animals.** No animals, with the exception of certified service dogs, are allowed in the Building without the express, written permission of Art Works. Emotional support animals may be allowed upon application, review and permission by Art Works.
7. **Complaints.** Art Works Management has a serious no tolerance policy for petty grievances. If you have an issue or concern regarding another Member, it is your responsibility to respectfully discuss it with the other Member and work out a solution amongst yourselves.

## **B. SECURITY POLICIES**

1. **Guests of Members.** We ask that you keep the number of outside guests to a minimum to avoid unnecessary noise or crowding in the Building and Studios. Under no circumstances are guests allowed to work in the Studios or in other spaces reserved for Member-only use, unless specifically authorized by Art Works.
2. **Keys and/or Key Cards.** Non-Members, or non-authorized associates of a Member Organization, are strictly prohibited from using your keys, key cards, or key codes to access the Building or the Studios. Art Works has a zero tolerance policy with regards to violation of this provision.
3. **Building Security.** You are responsible for ensuring that your Studio and the Building are properly locked and secured when you arrive or leave the Building outside of business hours. Doors, interior or exterior, may not be propped open, except when necessary for loading or unloading equipment.

4. **Parking.** Out of respect for our residential neighbors, we ask that you refrain from parking on the street behind the Building. If overflow parking is necessary, you may park in the City Municipal lot across Pilot Knob Road.

**C. CLEANLINESS POLICIES**

1. **In General.** It is your responsibility to keep your Studio and the Common Areas clean and maintain a general state of tidiness. In between janitorial cleanings, all Members should be willing to perform basic cleaning chores where and when necessary in the Communal Studios, Makerspace, and Common Areas including emptying trash and recycling into the designated receptacles, cleaning up spills, and maintaining cleanliness and order in the refrigerator(s). Private Studio Members are responsible for emptying their trash and recycling into the designated receptacles. Slovenliness in any space in the Building will not be tolerated.

2. **Work Habits.** You are responsible for appropriately protecting the surfaces in Communal Studios and Common Areas while working, and for proper disposal of all materials used. Only designated sinks may be used to wash tools or dispose of materials. You are responsible for cleaning your Communal Studio work area when you are finished. Ceramics Studio and Makerspace Members are responsible for keeping common-use equipment clean and ready for use by the next user.

**D. NON-COMPLIANCE AND AMENDMENT**

1. **Non-Compliance.** With the exception of those provisions for which Art Works has a zero-tolerance policy, repeated disregard of, or non-compliance with, any of these provisions may result in the termination of your Membership Agreement with Art Works. A single violation of a zero-tolerance provision may, at Art Works' sole discretion, result in the termination of your Agreement and immediate revocation of access to your Studio and/or the Building.

2. **Amendment.** Art Works reserves the right to amend these Building Conduct and Use Terms at any time, at its sole discretion. All amendments are incorporated into this document by reference. You will be timely notified and given a copy of amended terms for your review.

**I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ THIS DOCUMENT  
AND AGREE TO BE BOUND BY ITS TERMS.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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

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