

**Policy Manual for the Toledo Artists' Club Classroom and Gallery**  
**Approved by Board of Trustees March 12, 2017**  
**Policy to apply to teach a class or workshop at the club**

Encouraging the study of the arts is an important objective of the Toledo Artists' Club. Classes in various art mediums are offered for adults and children. Artists wishing to teach an art related workshop or class must apply to the Board of Trustees through either the Workshop Director or Education Director. Currently, these persons are (to be named) and Elaine Scarvelis, respectively.

**Workshop:** Workshops are educational activities that meet for a few consecutive days for several hours each day. To teach a workshop, contact (to be named) who will provide a contract for you to complete and sign. He/She will then present the contract to the Board to receive approval. The contract will list the name of the workshop, dates and times to be taught, cost to the student and rent to be paid to the club.

**Class:** A class is an educational activity that meets at regular intervals, typically once or twice a week. Anyone wishing to teach a class at the club must be an active member of the club in good standing. To receive approval to teach a class, provide the following information to Elaine Scarvelis ([elainescarvelis@gmail.com](mailto:elainescarvelis@gmail.com), (419) 450-4006)

- Day(s) to be taught and frequency (once per week, month, etc.). (To avoid proposing a time that conflicts with previously scheduled classes consult the office administrator (Cynthia Hoot, 419 531 4079, [toledoartist@sbcglobal.net](mailto:toledoartist@sbcglobal.net)).
- Start and finishing time
- Subject
- Cost to student

Elaine will present this information to the Board for approval. If the class is approved, teachers are to follow these guidelines for use of the studio and pay the rent to the Office Administrator at the time of each class meeting. Note that only odorless solvents may be used in the classroom; turpentine may not be used. The Toledo Artists' Club is a smoke-free facility.

Anyone renting the club for any purpose is responsible for providing their own handouts. The office administrator is not responsible for preparing materials for classes except for assistance with scheduling. Cost for copies is \$0.05 per one-sided page or \$0.10 per two-sided page. Teachers make their copies themselves. After class, replace trashcan liners and return the studio mirror to its storage position.

**Guidelines for storage of materials at the Toledo Artists' Club**

Art supplies and equipment related to club activities may be stored in the large closet adjacent to the classroom, with prior approval by the TAC Board of Trustees, following these guidelines:

- Requests for storage must be submitted in writing or by email ([toledoartist@sbcglobal.net](mailto:toledoartist@sbcglobal.net)) to the Board, listing contents and expected length of time, which may not exceed one year. Requests should be submitted no later than the first Tuesday of the month so that they may be presented at the next board meeting on the second Tuesday.
- All containers and equipment must be labeled with the name, phone number and email address of the owner (either individual or organization) and their contents. Storage of supplies for TAC programs and groups need not be approved by the board but must be labeled with the name of the program, a contact phone number and email, and contents.
- Unlabeled items may be discarded at any time.

## Guidelines for Renting the Classroom or Gallery for an Art Related Reoccurring Event

The club may be reserved for art-related reoccurring event or class purposes based on the following these guidelines:

- Use of the TAC building requires a reservation approved by the TAC Board of Trustees, which has absolute discretion in its decision to grant use of the facilities to any individual or organization.
- TAC workshops, exhibitions, painting groups, classes and meetings take precedence over use of the studio and gallery for other purposes.
- Scheduling requests from TAC painting groups does not require approval of the Board of Trustees and will be done by the Office Administrator. In case of a conflict, reservations will be honored in the order in which they are received, with priority given to requests from Active or Lifetime members.
- The building is not available for rental during the Crosby Festival of the Arts the club provides services for festival artists
- Person requesting a reservation to rent the club facility must be present at all times while the event is taking place and is responsible for proper care of the building and facility as defined below.
- The cost for rental of the studio is \$10/hour for members and \$20/hour non-members, payable at the time of use. Rental time includes any set-up and clean-up time required. Charges are determined on the basis of full hours (partial hours will be rounded upwards).
- Reservation requests other than from TAC painting groups must be submitted in writing or by email ([toledoartist@sbcglobal.net](mailto:toledoartist@sbcglobal.net)) to the Board. Requests from organizations must be accompanied by the group's membership list.
- **Studio (classroom) reservations:** Non-members or organizations must reserve the studio at least 30 days in advance, accompanied by a \$100 deposit. A reservation is not confirmed until the deposit is received. Reservations for the studio may be cancelled up to 7 days in advance without penalty; otherwise, the deposit is forfeit.
- Cancellations must be submitted in writing or by email ([toledoartist@sbcglobal.net](mailto:toledoartist@sbcglobal.net) ) to the Office Administrator, who will notify the Board.
- The gallery, studio and kitchen, including refrigerator, must be cleaned immediately after use, trash removed and the overhead mirror, and equipment must be returned to their usual locations.
- Heating or air-conditioning thermostats must be returned to the setting posted at each device. All food and drink items are to be removed from the club. Floors must be swept and any spills cleaned up. Tables and chairs must be cleaned and returned to their original positions.
- Failure to abide by any of these conditions will result in members being charged a cleaning fee of up to \$100; non-members or organizations will forfeit their deposit.
- Hours that available for rental are limited to the daily hours of the Toledo Botanical Gardens.
- The Office Administrator will coordinate and define access to the club facility for the event on a case by case basis.