

Facility Policy

MAWA's Executive Director oversees the supervision and maintenance of all MAWA spaces.

Primary Space

MAWA's main floor space is a multi-use facility intended for MAWA's scheduled programs and events. These may include lectures, workshops, fundraising events, meetings, and MAWA exhibitions.

In the case of a formal partnership (approved by the MAWA Executive Director) between MAWA and another arts organization, the space may be provided as part of MAWA's contribution to the project.

If a MAWA committee, program, or guest uses the space for an exhibition, that committee or program is responsible to restore the space and walls to the original condition.

MAWA's space is available for limited use to outside organizations based on approval by the MAWA staff. A rental fee and damage deposit may be applicable. Loan or rental includes the 1000 sq. ft. open space and kitchen, and access to washrooms in the building next door. It does not include access to and use of the offices and resource area. Exceptions for use of the office spaces for one-day events may be made with prior approval of the Executive Director.

No permanent installations or modifications to the space will be allowed. No pets are permitted in the space (service animals are welcome). Program participants are asked not to bring their bikes into the space.

MAWA Apartment

The MAWA studio apartment is intended for use by visiting artists involved in MAWA programs. A MAWA committee or program may also book the apartment for a meeting or event, at the discretion of MAWA staff. If a MAWA committee or program uses the space for a meeting or event, that committee or program is responsible to clean and restore the space to the original condition.

In the case of a formal partnership (approved by the MAWA Executive Director) between MAWA and another arts organization, the apartment and cleaning services may be provided at no charge or reduced cost as part of MAWA's contribution to the project.

MAWA's apartment is available for limited use to outside organizations and individuals for rent, based on approval by the MAWA staff. Rental fees shall be reviewed annually and may include a damage deposit or cleaning fee for long-

Mentoring Artists for Women's Art (MAWA) – approved Sept. 1, 2011, revised and reapproved January 10, 2019.

term rentals (see attached apartment contract). In the event of a scheduling conflict, preference will be given to MAWA affiliated rentals.

The use of the apartment as an artmaking studio must be approved by the MAWA Executive Director. Ventilation concerns, media, equipment being used and noise emissions will be considered. No pets are permitted in the apartment (service animals are welcome).

Booking Procedure

Bookings, the distribution of keys, basic supplies management, and cleaning is overseen by MAWA staff.

All guests must sign a contract before occupancy.

Apartment Contract

Name of Guest:

MAWA Contact: Adriana Alarcón
Apartment Address: 201-611 Main Street
Email: programs@mawa.ca

Check in Date & Time:

Departure Date & Time:

*check out time is 12:00 pm unless otherwise arranged.

Number of nights/weeks:

Rate per night/week:

Total due (payment of invoice secures reservation):

Responsibilities of Guest and MAWA:

- Guest is responsible for contacting MAWA with any changes to their stay or check in time. Cancellation within one week of reserved date(s) will result in a penalty charge of \$60.
- MAWA and guest will make arrangements regarding how to access keys if MAWA is not open when guest arrives.
- Guest is responsible for any loss or damages to apartment and its contents, including extraordinary cleaning charges, chargeable to credit card.
- **NO SMOKING OR VAPING IN THE APARTMENT** – Thank you!
- No pets in the apartment.
- Please respect other residents; keep noise levels low after 10 pm.
- Be sure that apartment door and all outer doors are locked when entering or leaving building.
- Please leave keys and phone and charger on the kitchen counter when you leave.
- Please take out garbage (to back alley) upon departure.
- Please leave used linens on the bed and in the bathroom upon departure.

I have read and agreed to all the terms and condition of this agreement:

X _____
Sign _____ Print Name _____ Date _____

Credit card number _____ Expiry date _____
Keys out _____ Keys Returned _____

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