

**FAAP ARTISTIC RESIDENCE
LUTETIA BUILDING (*EDIFÍCIO LUTETIA*)
RULES AND REGULATIONS**

1. The Lutetia building (*Edifício Lutetia*) is used as temporary residence for artists not domiciled in Brazil or the state of São Paulo.
2. Artists must stay at least two (2) and at most five (5) months.
3. Artists will be selected by FAAP and the procedure will be scheduled as follows:

Registration	Confirmation	Occupancy
January	April	From August of the same year
July	October	From February of the following year

4. The fee stipulated in **Appendix 1** must be paid on registering
5. Registration fees are not refunded in any circumstances, including cancellation.
6. Applications must be accompanied by a project which must include:
 - the artist's curriculum vitae and portfolio;
 - a completed and signed application form;
 - 1 (one) 3x4 cm photograph (ID format);
 - 2 (two) letters of recommendation from persons in related professions;
 - the project to be developed, including: aims, description, additional personal needs, dates and all other pertinent information that may used to assess applications;
 - agreement to take part in our "Contemporary Investigation" seminars I and II, "open studios", and other events and forms of interaction with FAAP and the community (including events such as workshops, courses, lectures or talks, exhibitions);
 - the period of artist residence applied for (subject to item 2 of these regulations);
 - if intending to have an assistant stay too, state reasons ;
 - if intending a spouse or partner is to stay too, official document proving marital or stable union status.
7. By registering, applicants declare they have read the regulations in full and agree to them.

8. All registration related content must be e-mailed to resartisfaap.info@faap.br

9. Successful applicants must agree to:

- Arrange health insurance, including hospital coverage, which must be valid for the full period of the stay in Brazil ;
- Authorize FAAP to use the artist's image for institutional purposes, including their project and investigative process during residency and any works developed, to be posted or placed in any type of media;
- Assign FAAP rights to their documentation (catalogs and publications) and other records of research and work.
- Pay the administration fee of R\$ 300,00 at the check-in

10. An artist's assistant whose presence is required to develop their project may accompany an artists and stay free of charge for the residence period or a shorter period, as long as he/she uses the same apartment as the artist in residence (see item 12).

11. Spouses or partners may stay in the same studio-apartment for the price shown in the table in **Appendix 1**, to be paid in advance.

12. Our studio-apartments are for two people at most. Artists must not have more than one guest staying with them at the same time.

13. Artists are responsible for the acts of their assistants, spouses or partners, or anyone else they allow in or authorize to enter the building.

14. Due to the building's limitations, children or pets are not allowed in the residence.

15. Artists must not admit persons as guests to their apartment unless they previously obtain authorization, which will be for one person only. as stipulated in these regulations.

16. There are no telephones or computers in the apartments. The 7th-floor common room has a telephone that may be used for local calls, a computer with internet access, scanner and d-link. The apartments have wi-fi.

17. There is a multipurpose room on the 8th floor, which must not be used as a private workshop or storage area, even on a temporary basis.

18. The multipurpose room contains individual work benches which must be totally cleared whenever artists are not using them. FAAP will not be responsible for any material left on them.

19. As a multipurpose space, the room may also be used for other events, including visitors/persons authorized by FAAP, in particular students from FAAP's schools, who may visit even while resident artists are developing artworks.

20. The Lutetia building's staff will clean apartments weekly following a schedule set by FAAP, which is posted in each apartment. Cleaning services are for apartments in general and not for personal effects, nor do they include changing bed linen or washing clothes, dishes or personal items. The bed linen should be taken to the laundry on 4th floor once a week, in the same day of the cleaning, to be changed for clean ones.
21. The Lutetia building has a collective laundry for use by residents, which is operated by tokens purchased from staff.
22. All artists' arrivals and departures must be on a business day and at a time previously agreed with FAAP's Artistic Residence manager.
23. On their arrival, artists must deposit the amount shown in **Appendix 1**. They will be given an inventory list of furniture and items in their apartment to be signed once they have visited it together with the Artistic Residence manager.
24. On departure, apartments will be inspected for any discrepancy in relation to the initial inventory. Any breakages or damages will be paid for as shown in **Appendix 1**, and any damage exceeding the amount agreed will be charged.
25. The apartments' basic features, including furniture, must not be altered. Anyone doing so will be charged for expenses arising from improper use. Please note that the building is partly heritage listed, so there are limitations on its use.
26. As temporary guests, artists in residence are legally entitled to stay for the stipulated period only and are subject to the Brazilian Civil Code and related legislation.
27. The Lutetia building has insurance but coverage does not include personal baggage or effects, or any works produced by artists.
28. The apartments' electricity sockets are rated 17,194 VA/127 volts. For safety reasons, residents must not alter fittings or exceed this power rating.
29. Artists must reside at their apartment for the entire period of their stay. They must inform the manager if they will be absent for any period, which must not exceed one month, even if not counted consecutively, also to be previously authorized .
30. If leaving early, artists must inform the Artistic Residence management two weeks in advance, otherwise they will lose their deposit.
31. FAAP representatives may visit apartments at any time to ensure they are being used correctly.
32. Any resident breaching these regulations or related laws, or disrupting the good order of the building may incur penalties determined by FAAP, including eviction and

payment for any damage caused. Penalties or evictions will be decided by the Artistic Residence coordinators. If evicted, artists must leave by the required date.

33. Artists shall be admitted as residents of the Lutetia building on signing these rules and regulations, thus accepting the above conditions. On departure they must vacate their apartment which must be free of any objects for personal or professional use, and be left in the same state as on their arrival. Apartments must be vacated by the stipulated date, otherwise incurring the penalty of eviction.

I declare that I have read, understood and agreed to the FAAP Artistic Residence program's occupancy conditions.

São Paulo, ____ _
