



FUNDAÇÃO ARMANDO ALVARES PENTEADO

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 (below)** 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 application form;
 - 1 (one) 3x4 cm photograph (ID format);
 - 2 (two) signed 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 be 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 request in a letter;
 - if intending a spouse or partner stay with you, state request in a letter;
7. By registering, applicants declare they have read the regulations and agree to them.
8. Application process must be done in our website.



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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\$ 350,00 (Three Hundred and Fifty Reais) at the check-in – not refundable.
- Pay the security deposit of R\$ 1.000,00 (One Thousand Reais) at the check-in – refundable if the apartment is in the same conditions at the end of the period.

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** (below).

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



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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 (they not include washing dishes, clothes or clean personal items).

21. The Lutetia building has a collective laundry machine for residents, which is operated by tokens purchased at the residency. The value of each coin is R\$4,00 (Four Rais).

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 pay the security deposit (value in **Appendix 1 below**). 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 must be paid according to the **Appendix 1 list**. 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 an historical building, 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.



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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 breaking 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.

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(City)

(Date)

(Artist's name and Signature)



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Appendix 1

1. REGISTRATION FEE FOR APPLICANTS

a) For Brazilian and international applicants

R\$ 200.00 (two hundred reais) by

- Payment by credit card on the Residência Artística FAAP – São Paulo website, after registration and before submitting the application documents.

Bank transfers (domestic or international) and AMEX credit cards will not be accepted.



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2. ADMINISTRATIVE FEE

Selected artists must pay an administrative fee of R\$ 350,00 (Three Hundred and Fifty Reais) to be paid at the moment of the arrival. The fee is not refundable.

3. SECURITY DEPOSIT

Selected artists must pay a deposit fee of R\$ 1.000,00 (One Thousand Reais) to be paid upon arrival. The amount will only be accepted in cash. If the apartment is returned under the same conditions at the end of the residence period, the fee will be fully returned to the artist.

4. SHORT-STAY CHARGES

If hosting a person during the residency program, it is necessary to pay as following:

- Stays of 1 night: R\$ 150,00 (One Hundred and Fifty Reais).
- Stays from 2 to 15 nights: R\$ 350.00 (Three Hundred and Fifty Brazilian Reais) **OR** US\$ 100.00 (One Hundred Dollars).
- Stays of more than 15 days will be charged the full monthly amount: R\$ 700.00 (seven hundred reais) **OR** US\$ 200.00 (two hundred dollars)

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5. ACCESS TO BUILDINGS

In case of loss of key or badge, the artist must reimburse the Residence according to the value of each item: badge - R\$ 70.00 (Seventy Reais); key - R\$ 70.00 (Seventy Reais).

6. REFUND POLICY

In case of damage or loss of objects of FAAP Art Residence, the artist must reimburse the item according to the values in the following table:

ITEMS

Item	R\$ (Reais)
Plate	13.00
Dessert plate	8.00
Small bowl	11.00
Glass	4.00
Tea cup and saucer	11.00
Coffee cup and saucer	9.00
Fork	6.00
Knife	8.00

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Soup spoon	6.00
Tea spoon	3.00
Salad bowl	12.00
Kitchen knife	15.00
Can opener	24.00
Small pan	55.00
Medium pan	65.00
Frying pan	35,00
Pasta colander	25.00
Cutting board	30,00
Pyrex dish	20,00
Coffe-maker	50,00
Microwave	360,00

BEDROOM / BATHROOM - BEDDING

Under sheet	40.00
Over sheet	50.00
Pillowcase	15.00
Bath towel	40.00
Face towel	20.00
Bathroom floor mat	24.00
Pillow	40.00
Pillow protector	20,00
Duvet	160,00
Duvet cover	140,00
Blanket	50,00
Kitchen towel	10,00

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I declare that I have read, understood and agreed to the FAAP Artistic Residence taxes.

_____,
(city)

_____,
(date)

(Artist's Name and Signature)

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