



FUNDAÇÃO ARMANDO ALVARES PENTEADO

## GENERAL REGULATIONS OF THE RESIDÊNCIA ARTÍSTICA FAAP – SÃO PAULO – LUTETIA BUILDING

1. In the Lutetia Building is headquartered the Residência Artística – São Paulo, which receives artists over 18 years old residing abroad or outside the State of São Paulo.

2. Artists may stay for a minimum period of 2 (two) and a maximum of 5 (five) months, respecting the cycles and modules described below:

|                 | Cycle 1 - February to June   | Cycle 2 - August to December     |
|-----------------|------------------------------|----------------------------------|
| <b>Module 1</b> | 2 months (February to March) | 2 months (August to September)   |
| <b>Module 2</b> | 2 months (May to June)       | 2 months (November to December)  |
| <b>Module 3</b> | 3 months (February to April) | 3 months (August to October)     |
| <b>Module 4</b> | 3 months (April to June)     | 3 months (September to December) |
| <b>Module 5</b> | 5 months (February to June)  | 5 months (August to December)    |

3. Artists will be selected by FAAP and the procedure will be scheduled as follows:

| Application | Confirmation | Occupancy                            |
|-------------|--------------|--------------------------------------|
| January     | April        | From August of the same year.        |
| July        | October      | From February of the following year. |

4. At the time of application for the selection process, the fee stipulated in **Annex 1** must be paid.

5. Application fees are not refunded in any circumstances,

6. Applications must be accompanied by a project and the following documents:

FAAP São Paulo  
Rua Alagoas, 903 • Higienópolis  
Cep: 01242-902 • São Paulo | SP  
Fone: 55 (11) 3662.7000

FAAP Ribeirão Preto  
Av. Independência, 3670  
Cep: 14026-160 • Ribeirão Preto | SP  
Fone: 55 (16) 3913.6300

FAAP São José dos Campos  
Av. Dr. Jorge Zanur, 650  
Cep: 12243-081 • São José dos Campos | SP  
Fone: 55 (12) 3925.6400

FAAP Brasília  
SBS Quadra 2, Lote 15, Bloco E,  
Salas 608 e 609 Asa Sul • Brasília | DF  
Fone: 55 (61) 3223.3120

[www.faap.br](http://www.faap.br)

- a completed application form;
- the artist's *curriculum vitae* and portfolio;
- 1 (one) 3x4 cm photograph (ID format);
- 2 (two) signed letters of recommendation from persons in related professions;
- the project to be developed, including: summary, aims, description, material and human needs, dates and all other pertinent information that may be used to assess applications;
- agreement to take part in our "Seminário de Investigações Contemporâneas" 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 be accompanied by an assistant, a justification letter must be submitted;
- if intending to be accompanied by a spouse or partner, a justification letter must be submitted;

**7.** The candidate's application implies knowledge and acceptance of all the conditions of these Regulations.

**8.** All application materials must be submitted through the Residência Artística FAAP website. (<https://www.faap.br/residencia-artistica/>).

**9.** The selection of the candidate will imply acceptance of the following obligations:

- Hiring health insurance with medical and hospital coverage, valid in Brazil for the entire intended period of stay;
- Authorization for 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.
- Payment of the **administrative fee** in the amount of R\$350,00 (three hundred and fifty Brazilian reais) – Non-refundable fee;
- Make the **security deposit** of the apartment in the amount of R\$1,000,00 (one thousand Brazilian reais). If the apartment is returned in the same condition at the end of the residency period, the deposit will be fully refunded to the artist.

**10.** An artist's assistant, when indispensable to the development of the project, may accompany the artist, with free accommodation, for a period equal to or shorter than the residency period, as long as she/he stays in the same studio as the artist (see item 12).

**11.** Spouses or partners may stay in the same studio-apartment for the price shown in



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the table in **Appendix 1**.

**12.** A maximum of two persons may stay simultaneously in the studios-apartments; therefore, the artist is prohibited from being accompanied by more than one person at the same time.

**13.** The artist is responsible for the acts of the assistant, spouse or partner, as well as for any person invited by them or anyone else they allow in or authorize to enter the building.

**14.** Due to building limitations, children and animals are not permitted in the residency.

**15.** The artist is prohibited from hosting any persons in their studio without prior authorization, limited to one person as stipulated in these Regulations.

**16.** There are no telephone or computer devices in the studios-apartments. In the Common Area, located on the 7th floor, there is a telephone available for local calls, a computer with internet access, a scanner, and a D-Link device. The studios-apartments have Wi-Fi connection.

**17.** The multipurpose room, located on the 8th floor, is intended for multiple uses, and its use as a private studio or storage space, even temporarily, is prohibited.

**18.** The multipurpose room is equipped with workbenches for individual work, which must be completely cleared whenever the artist is not using them. FAAP is not responsible for any materials left there.

**19.** As a multipurpose space, the room may also be used for other purposes, including visitors/persons authorized by FAAP, especially students from the Centro Universitário and Colégio maintained by FAAP, even during the development of works by resident artists.

**20.** Studio cleaning by staff of the Lutetia Building will take place once a week, exclusively according to the schedule defined by FAAP and posted in each studio-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 provides a collective laundry facility for residents, free of charge.

**22.** Arrival and departure must always occur on business days and at a time previously arranged with the administrator of the Residência Artística FAAP.

**23.** Upon arrival, the artist must pay the security deposit set forth in the price table of **Annex 1**. The artist will receive, for verification, and sign the inventory of the furniture and all



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materials available in the studio, after an inspection accompanied by the Residency administrator.

**24.** At the time of departure, the studio-apartment will be inspected, and if any irregularities are found in relation to the inspection carried out upon arrival, any breakage or damage verified will be reimbursed in accordance with the table in **Annex 1**, without prejudice to charges for damages exceeding the amount stipulated for the security deposit.

**25.** Any alteration to the characteristics of the studio or its furniture is prohibited. The responsible party shall be liable for reimbursement of expenses resulting from improper use, noting that the Building is historical and is partially protected by the regulatory authority and therefore subject to usage restrictions.

**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 insurance of the Lutetia Building does not cover luggage or personal belongings, nor the artists' production.

**28.** The electrical capacity of the studios is 17,194 V.A./127 volts. To avoid any accidents, it is prohibited to alter the installations or exceed this capacity.

**29.** Artists must occupy the studio for the entire period of their requested stay. Any necessary absence must be previously communicated to the administrator and authorized in advance, and may not exceed 7 (seven), 15 (fifteen), or 30 (thirty) days, depending on the residency period.

**30.** If leaving early, artists must inform the Artistic Residence management two weeks in advance, otherwise they will lose their deposit.

**31.** At any time, a FAAP representative may visit the studios, upon notice, to verify their proper use.

**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



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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 Residência Artística FAAP program's occupancy conditions.

\_\_\_\_\_, \_\_\_\_\_.  
(City) (Date)

\_\_\_\_\_  
(Artist's Name and Signature)



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## ANEXO 1

### 1. APPLICATION FEE FOR PARTICIPATION IN THE SELECTION PROCESS

#### a) Brazilian and foreign candidates

R\$ 200.00 (two hundred Brazilian reais) per application, through:

- Payment via credit card or PIX on the Residência Artística FAAP website, after registration and prior to submission of application documentation.

International bank transfers and AMEX credit cards will not be accepted.

### 2. ADMINISTRATIVE FEE

The accepted artist must pay the amount of **R\$350.00 (three hundred and fifty Brazilian reais)** corresponding to administrative fees upon arrival in cash only. This amount is non-refundable.

### 3. SECURITY DEPOSIT

The accepted artist must pay the amount of **R\$1,000.00 (one thousand Brazilian reais)** as a security deposit for the apartment upon arrival. The amount will be accepted in cash only. If the apartment is returned in the same condition at the end of the residency period, the deposit will be fully refunded to the artist.

### 4. SHORT-STAY CHARGES

- Occasional guests: **R\$150.00 (one hundred and fifty Brazilian reais)** per day.
- Guests staying from 2 to 15 days: **R\$350.00 (three hundred and fifty Brazilian reais)** for the stay period.
- From 15 days onward, the full month will be charged, i.e.: **R\$700.00 (seven hundred Brazilian reais)** for the stay period.

### 5. ACCESS

In case of loss of a key or badge, the artist must reimburse the Residency according to the value of each item: Badge – R\$70.00 (seventy Brazilian reais); Key – R\$70.00 (seventy Brazilian reais).

### 6. REIMBURSEMENT POLICY

In the event of damage or loss of items belonging to the Residência Artística FAAP, the artist must reimburse the item according to the values in the table below:

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**UTENSILS AND APPLIANCES**

| <b>Items</b>               | <b>R\$ (Reais)</b> |
|----------------------------|--------------------|
| Large Flat Plate           | 15,00              |
| Small Flat Plate           | 10,00              |
| Large Deep Plate           | 15,00              |
| Bowl                       | 25,00              |
| Glass Container            | 25,00              |
| Large Glass Cup            | 5,00               |
| Small Glass Cup            | 5,00               |
| Tea Cup w/ Saucer          | 10,00              |
| Coffe Cup w/ Saucer        | 10,00              |
| Dinner Fork                | 10,00              |
| Dinner Knife               | 10,00              |
| Soup Spoon                 | 10,00              |
| Dessert Spoon              | 8,00               |
| Tea Spoon                  | 5,00               |
| Coffee Spoon               | 5,00               |
| Chef Knife                 | 30,00              |
| Serving Spoon              | 15,00              |
| Serving Fork               | 15,00              |
| Cooking Spoon              | 15,00              |
| Food Taker                 | 15,00              |
| Skimmer                    | 15,00              |
| Spatula                    | 15,00              |
| Ladle                      | 15,00              |
| Can and Bottle Opener      | 5,00               |
| Corkscrew                  | 5,00               |
| Cutting Board              | 30,00              |
| Colander                   | 30,00              |
| Cutlery Holder             | 30,00              |
| Dish Drainer               | 30,00              |
| Sink Organizer w/ Squeegee | 10,00              |
| Ice Mold                   | 10,00              |
| Small Saucepan             | 70,00              |
| Medium Saucepan            | 80,00              |
| Pan                        | 60,00              |
| Milk Jug                   | 60,00              |
| Dish Towel                 | 10,00              |
| Trash Can                  | 40,00              |
| Broom                      | 25,00              |

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|            |       |
|------------|-------|
| Shovel     | 25,00 |
| Cloth Cest | 80,00 |

|                    |         |
|--------------------|---------|
| Fridge             | 1500,00 |
| Stove              | 900,00  |
| Coffee Machine     | 110,00  |
| Coffee Machine Cup | 65,00   |
| Microwave          | 500,00  |

**BED AND BATH LINEN**

|                |        |
|----------------|--------|
| Bottom Sheet   | 50,00  |
| Top Sheet      | 60,00  |
| Pillowcase     | 15,00  |
| Body Towel     | 45,00  |
| Face Towel     | 20,00  |
| Bathroom Mat   | 25,00  |
| Pillow         | 40,00  |
| Pillow Cover   | 20,00  |
| Duvet          | 160,00 |
| Duvet Cover    | 140,00 |
| Mattress Cover | 120,00 |
| Blanket        | 70,00  |

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

\_\_\_\_\_, \_\_\_\_\_.  
(City) (Date)

\_\_\_\_\_  
(Artist's Name and Signature)