



## HOUSE RULES

### ARRIVAL

Check-in is possible on Mondays between 9 a.m. and 6 p.m. except on public holidays. If you arrive after 8 p.m., you'll have to check in the following morning. (The nearby Hotel Kempenrust in Kasterlee or Hotel Corbie in Geel are affordable places to spend the night.) Residents' guests must report to the housekeeper.

You will receive two keys, one for the gate and your cottage and one for the accompanying bicycle. The key to the cottage also opens the gate of Parking B for residents and their visitors.

Check your inventory upon arrival and report any missing items to the staff.

### IMPORTANT

In case of stolen or lost keys you will be charged for the replacement: 40 euro for the cottage key, 20 euro for the bike key.

Stolen or lost bicycles must be refunded by the artist, who is also responsible for reporting the theft to the police.

Pets are not allowed.

Smoking is strictly prohibited in all buildings and living quarters.

The FMC aims to use materials economically and to reduce its waste footprint. Never discharge acids and products that can be harmful into the drain. Paper, glass, plastic and tin cans must be sorted for recycling. Please put them in the corresponding containers.

### SAFETY

For your own safety: check the evacuation plans of the building and make sure you know where the first-aid kits are. In case of problems or defects, please notify the staff of the Frans Masereel Centre.

In case of emergency call 132 during office hours, or the mobile number 0032 498 65 11 27. In case the fire alarm goes off, please proceed calmly to the evacuation point on parking B.

### WORKSHOPS

**Digital studio and offices:** open from Monday to Friday from 9 a.m. to 5 p.m., closed on weekends and on public holidays.

**Main studio:** open from Monday to Sunday from 8 a.m. to 8 p.m. The studio is open, but the studio managers are not at work on Saturdays, Sundays and public holidays.

The workshops are equipped with an automatic locking system. Power

shuts down at 8 p.m. and doors will close automatically.

No food or drinks are allowed in the workshops. Drunkenness in the studio will result in the immediate termination of your residency.

Chemical products and inks are to be returned to their original places. Ink rollers and presses must be cleaned. Your workspace and used materials must be cleaned before departure.

Please respect the regulations of every workshop to ensure a pleasant and productive working environment.

### FINANCIALLY

For the standard workshop facilities and the use of the studios and accommodation, a flat fee of 350 euro (general or research) or 175 euro (essay) per week per artist will be charged.

After confirmation of your residency, you will receive an invoice from the Flemish Government indicating the amount to be paid in full. Payment should be made within 30 days after reception of the invoice.

If you are unable to attend the residency due to circumstances, please inform us about your cancellation no later than three months before the start of the residency, so that your vacancy can be filled. Paid residencies will be refunded for the full amount.

Cancellations later than three months before the residency will be refunded 70 per cent of the full payment. In case of a medical or other urgent reason, a full refund can be requested from the Frans Masereel Centre, if sufficiently substantiated by, for instance, a medical certificate.

Applicants who cancel, lose their place in the residency programme.

If you wish to rejoin the programme later, we ask you to resubmit your application in a subsequent selection round.

### COLLECTION COPY

All prints made at the Frans Masereel Centrum must be imprinted with the Frans Masereel Centre chop or stamp. Residents are invited to donate a maximum of three prints to the Frans Masereel Centre collection, each accompanied by a technical information sheet.

These prints will become part of the Frans Masereel Centre collection and will be used for exhibitions. After donating your work to the collection, the reproduction rights become property of the Frans Masereel Centre. You will be notified when your work is exhibited.

Residents of the Frans Masereel Centre will receive the Centre's newsletter and open calls. If you do not wish to receive this information, please send us an email to remove you from the mailing list.

### INSURANCE

The Frans Masereel Centre and the Flemish Government are not responsible for monitoring vehicles parked on the grounds and cannot be held responsible for theft, damage or possible accidents.

The Frans Masereel Centre and the Flemish Government shall not be liable for:

- Damage, theft or loss of personal property, incl. works of art belonging to the artist;

- Damage arising from the use of materials and products provided by the Frans Masereel Centre;

- Damage to works that were left in the drying racks.

The Frans Masereel Centre provides insurance for civil liability towards third parties for all artists. You are insured for physical accidents that might occur during the insured activity, i.e. activities in the Frans Masereel Centre workshops.

### DEPARTURE

The last Thursday of your residency is the final printing moment and the day everything needs to be cleaned up.

Departures are planned on Fridays between office hours. Please make arrangements about your departure on the Thursday before you leave between 11 a.m. and 2 p.m. Your cottage should be left in good condition. You can either clean the cottage yourself or have it cleaned by our housekeeper at an extra charge of 50 euro.

Please settle your account of the purchases made during your stay (e.g. paper, digital printing,...) on the last Thursday before your departure between 4 p.m. and 5 p.m. at the office on the first floor of the main building.