

## ArtWorks Orientation

- We have free WiFi in the building (password: **ArtisGreat**).
- Please call or email for the code for the keypad to get into the building before your event: [artworks@artworks-Edmonds.org](mailto:artworks@artworks-Edmonds.org) / 425-774-6049
- The key to unlock the door is hanging inside by the door above the light switches (left side as you come in the door). If there is a problem or if help is needed to get in, call the phone number that is posted in the window on the front door as the emergency number.

### **To unlock the door:**

From the inside, push the bar in on the door. Fit the key into the hole in the center of the bar. Turn the key. The bar should stay in. The door will be unlocked.

### **To lock the door:**

Fit the key into the hole in the center of the bar on the door. Turn the key. The bar should pop out. The door will lock behind you.

- People can use the kitchen for a cup of hot tea or ice water from the filtered water dispenser (by the fridge). Tea is out on the counter. Cups are by the dispenser. Electric kettles have auto shut off feature.  
**Any ceramic cups/dishes used need to be hand washed and can be left to dry on the towel by the sink.**

**The heat is programmed to OFF on Mondays, Fridays and after 7 pm. The thermostat will say “OFF” at these times. To turn central heating on:**

1. Thermostat is in the entrance to the bathroom hallway next to the conversation area.
2. Push **Top of Right button** to add 30 minutes of heating time.
3. Push **Top of Left button** to increase temp and to force the furnace on if needed. The heater will click when temp is used to force it to turn on.
4. Turn heat down to 60-65 before leaving or it will come on per program in the AM at whatever temp you set it to.

## Basic Rules

- **Nails, tacks or transparent tape on walls is not allowed.**

Please plan on using masking tape, painters blue tape or museum tack only or use the hanging strips that are provided in the Great Room.

- **DO NOT CUT ON TABLES WITHOUT USING SELF-HEALING CUTTING MAT.**

Self-healing cutting mat is in back classroom by large paper cutter.

## THE SPACE SHOULD BE READY FOR NEXT GROUP WHEN YOU LEAVE

PLEASE SEE “WHERE THINGS BELONG PHOTOS” IN EACH SPACE.

- Use table covers and **clean** tables when done! (Plastic mats are in a box marked Table Covers in the Great Room, plastic table cloths are in the Classroom in the cabinet under the counter).

- **ALWAYS REPLACE GARBAGE BAGS IF YOU TAKE GARBAGE OUT.**

Replacement bags are in Great Room cupboard under the counter.

Office hours are M-Th-F, 11-2 if you have any questions: 425-774-6049

For emergencies call Meredith at: 206-947-2670

# CLEAN UP CHECKLIST

**Cleaning supplies are located under the sinks. Also available:**

- Broom & dust pan by Great Room sink area.
- Vacuum cleaner located by the couch.
- Garbage replacement bags are stored in cabinet under the Great Room counter.

Tables: Wipe down and return to storage area along curtained wall.

Chairs: Wipe off any spills, return to chair rack or stack in classroom.

Floors: Check for food! Sweep or vacuum debris, wipe up any spills please.

Kitchen: Wipe down counter/sink. Remove your food from the refrigerator.

Restrooms: **Make sure faucets are turned off, toilets are flushed**, pick up any litter and empty the trash.

Walls: Clean up any spills. Only blue painters tape may be used on painted surfaces please.

Garbage: Remove all garbage- empty small trash cans into the gray garbage can and dispose. Trash cans are located by the fence outside.

**Replace garbage and trash can bags as needed.**

Classroom:

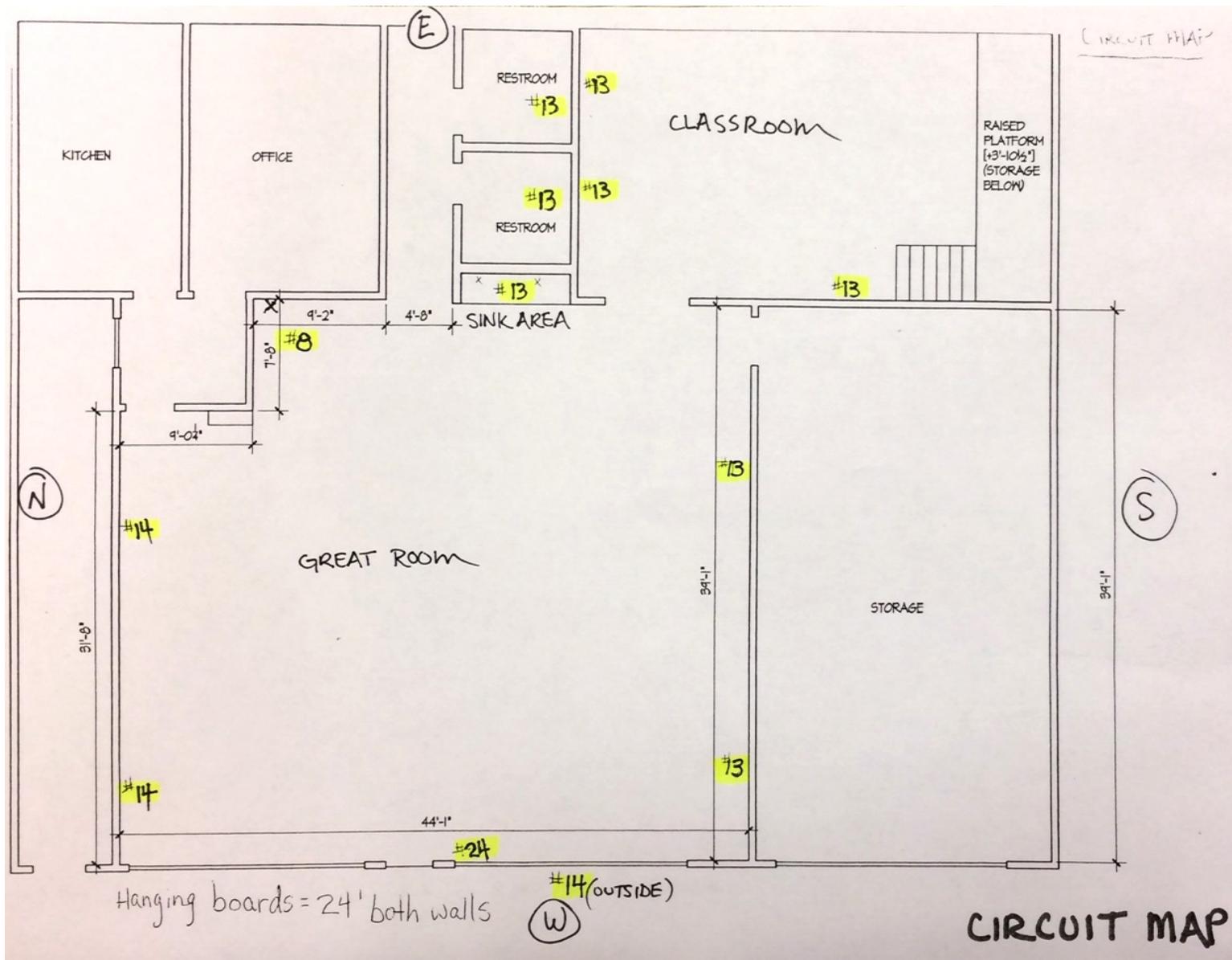
- Return tables and chairs as you found them.
- Remove all art spills from counter, tables, sink and chairs.
- Clean and sweep floor/wipe down white boards.

Lights: Turn off ALL lights (classroom, restrooms, office, kitchen, Great Room)

Heater: Turn heat down to 60-65°.

Doors: Check all doors to see that they are closed and locked.

- Back door
- Roll-up doors
- Front door



This is an accurately measured floor plan and circuit map. Circuits are in yellow.

**NOTE:** Circuit #13 gets overloaded easily since the bathroom lights and fans are also on that circuit. If using hair dryers or other appliances use only **one on a single circuit**. If an appliance stops working try the RESET button on the outlet first. If that doesn't work, please call Meredith for help (206-947-2670).

The key to lock and unlock the front door location.



Room	Capacity	Price**
<b>Great Room/Studio 1</b>	49 (more if roll up doors are open)	Half Day: \$175 Full Day: \$200
<b>Classroom/Studio 2</b>	10	Half Day: \$90 Full Day: \$110
<b>Office/Conference</b>	10	\$20/hr.
<b>Entire Facility</b>	Variable	Half Day: \$250 Full Day: \$300
<b>Set Up Time</b>		50% of Half Day fee per room
<b>Optional Services</b>		
<b>Laundry Service</b>	for tablecloths, dish towels, etc.	\$20
<b>Janitorial Service</b>	for cleaning after your event	\$150

Rentals are subject to space availability.

## IMPORTANT INFORMATION

\*\*Rental prices include use of bathrooms, kitchen, tables, chairs, easels, extra lights, portable walls, tablecloths, dishes, serving ware and some other equipment.

**Half Day** rental is 4 hrs. or less.

**Full Day** rental is 8 hrs. or more.

### **Important Information**

- Rental must be scheduled in advance and confirmed by ArtWorks. Confirmation will be via email.
- Deposit will apply to total rental fee. The remainder must be received one week prior to the scheduled event.
- Fees may be paid by check, cash or credit card, but valid credit card information must be provided in case of cleaning required after your event or in the event of damage to the facility during your rental time.
- A \$150 cleaning fee will be added if the kitchen or any other space is not satisfactorily cleaned after use. This fee will automatically be charged to the credit card number provided unless paid immediately after the event.
- Renter agrees to compensate ArtWorks for any damages that occur during the event.
- ArtWorks will automatically charge up to \$250.00 to the credit card number provided to cover the cost of any damages or missing equipment and will then create a payment plan for any additional amount due.
- **Not allowed under any circumstances:** nails or tacks in walls, modifications of any kind to any equipment or structure of the facility.
- Rental privileges can be revoked by ArtWorks at any time.
- All food and beverages to be served at the event are the sole responsibility of the renter.
- If alcohol is to be served, a Banquet permit must be obtained by the renter prior to the event. Renter must also have liability insurance and abide by the rules and regulations required according to the state of Washington. Renter must also supply a copy of their Driver's License with their rental application for our records.
- Parking in the ArtWorks lot is provided free of charge. ArtWorks is not responsible for any vehicles parked on the premises.
- There is no smoking inside ArtWorks or within 30 feet of the building.

# WHERE THINGS BELONG

## Great Room



## KITCHEN



# CLASSROOM



**Small tables storage**