

OFICINAS DO CONVENTO - CULTURAL ASSOCIATION OF ART AND COMMUNICATION

RULES AND CONDITIONS OF USE AND RULES FOR SPACES AND EQUIPMENT

CHAPTER I

GENERAL PROVISIONS

Art. 1 - This Regulation aims to establish rules and conditions of use of space and equipment of the Oficinas do Convento - Cultural Association of Art and Communication.

CHAPTER II

DEFINITIONS

Art. 2 - Oficinas do Convento is headquartered in Carreira S. Francisco, in Montemor-o-Novo (PT), and has two poles.

• The St. Francis Convent (Convento), made up of:

- Dormitory with seating for 15 people;
- Kitchen and canteen;
- Bathroom;
- Office;
- Multi-purpose room;
- Multi-purpose room (Sala do Capítulo);
- Carpentry and Metal workshop;
- Graphic Arts Workshop;
- Digital Fabrication Workshop.

• The Earth and Ceramics Workshop (Oficinas da Cerâmica e da Terra), consisting of:

- Castle Hill Pottery (Telheiro);
- Kitchen;
- Bathroom;
- Space for the craft production of construction materials;
- Shared studio for Ceramics;
- Earth Lab;

- Ceramics Research Center;
- Kitchen;
- Bathroom;
- Individual Studio;
- Shared studio for Ceramics;
- Carpentry, Plaster and Casting Workshop

CHAPTER III

MANAGEMENT AND PURPOSE OF FACILITIES

Art. 3 - The two poles are the responsibility of the Oficinas do Convento - Cultural Association of Art and Communication, and each of these is managed by a specialized technical team.

- The St. Francis Convent is intended to carry out:
 - Residences in all artistic disciplines;
 - Programming shows, concerts, congresses, conferences, exhibitions, festivals, cultural, scientific and recreational events, among others;
 - Formal and informal training activities;
- The Earth and Ceramics Workshops are intended to carry out:
 - Artistic residences in the disciplines of ceramics, sculpture, pottery, raw earth, casting and architecture;
 - Formal and informal training activities in these areas;
 - Artistic and scientific research in the fields mentioned above;
 - Handcrafted production of building materials.

CHAPTER IV

EQUIPMENTS

Art. 4 - The different spaces of Oficinas do Convento are equipped with the necessary technical means for achieving the events. These media are owned by Oficinas do Convento - Cultural Association of Art and Communication.

Art. 5 - The equipment in the workshops will be used with the support of the technicians.

Art. 6 - The unauthorized or misuse can be cause for replacement of equipment and / or the costs of repair and of termination of the agreements.

CHAPTER V

USE OF FACILITIES

Art. 7 - Are considered preferred users the Oficinas do Convento team.

Art. 8 – We define as other users, all people or residents to whom the Association assign their spaces to carry out projects / events.

Art. 9 - The cleaning and tidiness of the space assigned by the user is of its own responsibility during the agreed period. All equipment, tables and tools must be clean and stored after their daily use.

Article 10 -. Users and residents must complete and sign in an activity statement which contains their data, the type of activity to be carried out, the material received and date of arrival and expected departure date. After completing the activity statement a key for the workplace is delivered to residents, and the residents will be encharged for that space whenever a member of Oficinas do Convento team is not present.

Article 11 -. The residents have the freedom to choose and practice their own work schedule, considering the point previously mentioned.

Art. 12 - The working hours of Oficinas do Convento team is between 9:30 and 18:30 on weekdays unless prior arrangements.

CHAPTER VI

RESIDENCIES

Art. 13 - By Residency, we define the stay of an external user in the spaces of the Association, to carry out a project or event comprised within an agreed period of time.

Art. 14 - Residents may be invited or self-proposed.

Art. 15 - The use of the spaces of the Oficinas do Convento - Cultural Association of Art and Communication, should be requested at least 30 days before the start date of the event or project, along with submission of the completed registration form .

CHAPTER VII

TEMPORARY RENTAL

Article 16 -. The prices to be payed by users or residents for the temporary rental of spaces, for the use of equipment, procurement of materials and the services provided by Oficinas do Convento - Cultural Association of Art and Communication, will be contractually established using the pricelist used on the date of signing the contracts.

Article 17 -. Any payments due to Oficinas do Convento should be made by bank transfer or cash in the administrative offices of the Association. Any contract requires the payment of 30% of the budgeted amount at the time of registration and the remaining 70% at the end of the residence, with final reckoning of the values.

Article 18 -. The value of the residence can be paid with working hours to a maximum of 50% of the budget, one working hour is equivalent to 3.5 €. If choosing this method of payment, residents must comply with working hours agreed with the Association team, and the arrangements are made at the end of the residence. This payment option is subject to confirmation by the Association team.

Article 19 -. All payments due to the Association shall be made until the day immediately preceding the end of the activity.

Article 20 -. If payments are not made on the agreed dates, the Oficinas do Convento can unilaterally resolve the residency contract and retain, as compensation, all amounts already received, without any loss to the right to seek compensation for the excess damage.

Article 21 -. If for any reason not attributable to Oficinas do Convento, a person has contracted with the Association the temporary rental of space or equipment to carry out a project / event and decides to cancel, regardless of the supporting reasons for part or all of the agreed period, the Oficinas do Convento will not be required to repay the amounts that has already received, keeping such a person required to make the payment of expenses incurred by the Association, unless it decides differently.

Article 22 -. Will be charged to users or residents any additional costs specific to the realization of their project or event.

Article 23 -. It is the user or resident responsibility for all other expenses necessary for their stay, including accommodation, transportation, food and other.

CHAPTER VIII

INSURANCE

Article 24 -. The Oficinas do Convento - Cultural Association for Art and Communication is not responsible for providing a residency insurance that covers damage or injury to persons, equipment and spaces.

Article 25 -. Other insurance and post-production expenses are the responsibility of the user or resident.

CHAPTER IX

TERMINATION OF RESIDENCY AGREEMENT

Article 26 -. Whenever a user or resident, for reasons not attributable to Oficinas do Convento - Cultural Association of Art and Communication, intends to terminate or cancel the residence contract in addition to the written notice of that intention in good time (not less than 15 days), lose the right to recover the initial entry of 30% by way of indemnity compensation.

CHAPTER X

GENERAL RULES OF USE

Article 27 -. The use of the facilities requires the respect for the rules of civility and hygiene and to a respectful behavior of public order.

Article 28 -. The rules of each space are posted there and must be followed.

CHAPTER XI

FINAL DISPOSITIONS

Article 29 -. Omissions in this regulation are resolved promptly by the management of Oficinas do Convento - Cultural Association of Art and Communication.