

678-235-4328
3420 W. Hospital Ave, Suite 103
Chamblee, GA 30341



info@fiberartsalliance.org
www.fiberartsalliance.org

Artist Studio Guidelines

General

- Studios are not to be used for living/eating/sleeping space.
- You may not sublet your studio.
- The studio address is 3420 W. Hospital Ave., Ste. 101 or 102, Chamblee, GA 30341. You will have your own mailbox to receive mail.
- Signage shall be limited to studio windows or doors.

Studio Furnishings/Contents

- Permanent studio alterations are not permitted.
- You may disconnect the utility sink provided:
 - A plumber does the work and the remaining piping is temporarily capped for future re-installation.
 - The sink is not removed from the premises; SEFAA will provide storage.
 - The sink is re-installed by a plumber studio within one week after your sublease terminates.
- Do not hang anything from light fixtures, plumbing or sprinkler systems.
- You may not store open flammable materials in your studio.
- Open flames, candles, melting wax, heaters, and hot plates are not permitted in your studio.
- You may not use toxic substances or processes that may affect others working in the same area.
- You are renting space only. All furniture and equipment inside the studio will be provided by you.

Housekeeping/Good Neighbor Policies

- You are responsible for keeping your studio space clean. Place waste in designated recycle bins and garbage cans. Cleaning supplies and tools may be borrowed if they are returned.
- No smoking, alcohol, or drugs are permitted in your studio.
- Your studio is located within a fiber arts center. Meetings, classes, workshops, exhibitions and other events will occur in the common area outside your studio. This will not impact your access to your studio but may impact the noise and amount of activity nearby. SEFAA Center activities are posted on our website calendar.
- If you listen to music, please be considerate of others and moderate your content and/or volume. Earphones are encouraged.
- Please ensure that lights in the studio and the SEFAA Center are turned off when you leave.
- The thermostat in the studio is for the dedicated HVAC unit that heats and cools your space. SEFAA's Facility Manager will program the thermostat to provide a mutually-agreed-upon comfortable working environment and will show you how to temporarily override the scheduled settings if needed. Please

678-235-4328
3420 W. Hospital Ave, Suite 103
Chamblee, GA 30341



info@fiberartsalliance.org
www.fiberartsalliance.org

Artist Studio Guidelines

help us minimize electrical costs by notifying the Facility Manger when the Studio will be unoccupied during scheduled occupied hours, so that the system can be set to unoccupied when the studio is vacant.

- WiFi is available and you will be provided with the guest access code.
- Trash and Recycling:
 - Please do not leave food in your trashcans or full trashcans. Bagged trash may be disposed of in the dumpster by building 3410.
 - We encourage you to recycling paper, aluminum, glass, and plastics labeled 1-7. Please ensure items are rinsed clean before placing them in the bins provided.
 -

Common Facilities

- Two restrooms are located at the far right of the building, in the Gathering Area. Please leave the restrooms as clean or cleaner than you found them.
- There is a refrigerator, coffee pot, and teakettle available for your use in the Kitchenette/Library. Please be respectful of others using this area and leave the space as you found it.

Security

- You will be issued a key to your studio and a key to your mailbox.
- You may not copy and/or distribute keys the keys you receive.
- You are responsible for locking your studio.
- SEFAA carries general liability and property insurance. However, we recommend you secure your own insurance.
- You must return all keys and remove your belongings from your studio within one week after your sublease terminates.

SEFAA Contact Information

Kim Wall – SEFAA Rental Chair
rentals@fiberartsalliance.org
Nancy Thompson – SEFAA Treasurer
treasurer@fiberartsalliance.org

Linda DeMars – SEFAA Facility Manager
lindademars925@gmail.com
Suzi Gough – SEFAA President
info@fiberartsalliance.org