

## **The Rich Foundation Residency Award – Code of Conduct Agreement**

**Name (Artist):**

**Date:**

**Signature:**

The Code of Conduct Agreement applies to all residents of The Rich Foundation Residency. The Rich Foundation believes in creating a positive and safe environment within which to operate, one that has underlying values of respect, understanding, co-operation, and inclusiveness. The Artist acknowledges that signing this Code of Conduct Agreement constitutes a condition of being engaged in the Rich Foundation Residency.

During the visit to The Rich Foundation Residency (1632 Howe Island Dr., Gananoque, ON, K7G 2V6, Canada), the Artist is an independent guest. The Artist agrees to be responsible for their own actions as they pertain to the local community and provincial and federal laws and regulations.

The Artist agrees to abide by the Residency Rules at all times. Failure to abide by the rules can result in immediate termination of the Residency at the sole discretion of Leisa Rich, or, in her absence, John Rich. Once the Residency is terminated, the Artist will immediately vacate the premises.

### **RESIDENCY RULES**

#### **Check In**

Please contact Leisa Rich upon arrival at the Residency. The artist will be provided with a key for the cottage, and a code for the outdoor studio space.

#### **Departure**

The Artist will clean and leave in good order any areas used by the Artist during the Residency.

The Artist will remove all food and personal belongings that the Artist brought to the Residency.

The Artist agrees to be conscious to sort recycling correctly and empty any remaining garbage and recycling into the garbage area before departure.

#### **Housekeeping**

The Artist agrees to keep shared spaces clean and tidy.

No housekeeping services are provided during the Residency.

NO smoking anywhere in buildings or on the property. NO illegal substances of any kind are permitted on the property. If smoking occurs anywhere on the property, the residency will be terminated, effective immediately.

### **Guests And Pets**

The Artist is not permitted to have guests at the Residency without Leisa Rich's prior written approval. NO pets are allowed.

### **Use of Property**

The Artist agrees to keep Residency spaces used in good order, using appliances and furnishings for their intended uses. The Artist agrees to return the property to the Residency in the same condition as it was delivered.

The Artist agrees to immediately notify Leisa Rich of any damage to the property.

The Artist will be instructed on pool and hot tub rules when they arrive. Any violation of the rules will mean immediate loss of use.

NO flames, soldering guns, or fire of any nature is allowed on the property without supervision. There is a chiminea at river's edge, and a fire pit at the top of the waterfall. Permission must be obtained from John Rich should the Artist wish to use them.

### **WHAT TO EXPECT**

There are shelves and hangers provided in the Bunkie for clothing storage.

Linens and towels are provided.

There is a washer and dryer for use at specific times.

There is a microwave, coffee maker, hot water kettle and small fridge in the Bunkie.

All plates, cups, utensils, etc. are provided.

There are grocery stores, pharmacies, restaurants, etc. in Gananoque and Kingston.

Please bring your own soap, shampoo, conditioner and other personal care items.

First aid is available in the house.

Car parking is right behind the Bunkie, bike storage is available if needed.

Gananoque: <https://www.gananoque.ca/explore-gananoque>

Kingston: <https://www.visitkingston.ca>