

**PRALAC – LAC’s ARTISTIC RESIDENCE PROGRAM****CELL REGULATION****Annual Projects**

1. The cells will be occupied for a period of 12 months after which they shall be returned to LAC in the exact conditions they were delivered;
2. For maintenance / logistics expenses of the association, the use of the cells involves the payment of:
  - a. **35€** for cells with 7 m2;
  - b. **60€** for cells above 7m2 up to 15m2 and ateliers superior to 15m2, shared;
  - c. **70€** for cells with 15m2 (collective projects)
3. The payment of monthly fees must be made by the 8th of each month, and can be made during the office hours or by bank transfer through IBAN PT50 0045 7191 40042784914 53, sending proof of transfer bank to the email: [lac.associacaocultural@gmail.com](mailto:lac.associacaocultural@gmail.com);
4. The cleaning of the cells is the responsibility of the occupants;
5. The common spaces (halls, courtyards, toilets) must be left in the exact state they were found;
6. Each artist will be given a key of the cell and a key of the building. The users can use the space 24 hours a day provided they meet the noise standards set by law;
7. The security inside the building is the occupants’ responsibility, whereby it is recommended taking special attention in locking all access doors;
8. The artists are responsible for the maintenance of equipment, and must replace any material damaged by them;
9. Unjustified inactivity exceeding a three month period implies lack of interest in the pursuance of the projects’ objectives. The LAC Board will meet with the artists in order to understand the situation and if justified, replace the cell’s project;
10. The non-payment of the monthly payments in a period of more than three months will be increased by 20%, from the fourth month, and in case the situation persists the artist will be invited to leave;



11. Any profitable activity that directly involves the use of cells by third parties (eg drawing, painting, music, recording classes, etc.) requires prior authorization from the Board, with a 10% commission charged on the activity. (s) developed;
12. Projects involving high noise levels will be constrained by opening hours, designated by LAC;
13. LAC is not responsible for material or personal accidents that may occur during the occupation of the artists;
14. The temporary and exclusive occupation of a collective space can be negotiated with the LAC board;
15. The artists should not make any interventions in the building without consulting the LAC board;
16. All LAC developed projects presented to the public in external initiatives, should mention the association support by including the respective logo on all graphic materials;
17. All omitted cases shall be analyzed and solved by LAC board;

Date:

Project name:

Project leader signature: