



## **EMERSON BUILDING POLICIES/BASIC RULES AND REGULATIONS**

### **Jewel Box Gallery**

**PARKING:** Vehicles violating the following rules will be towed at the owner's expense:

- No overnight parking.
- No parking on the white lined areas outside of the south door by the restaurant or in front of the garage doors on the west side of the building next to the dumpsters.

**PUBLIC RENTAL SPACE FURNITURE:** The chairs and tables located in the Weaver Room and Ballroom closets are for Theater, ballroom and Weaver Room rental clients only. Do not remove tables or chairs from either closet. If you would like to use tables or chairs, arrangements will need to be made with the Director of Operations during regular business hours.

**GARBAGE:** The Emerson dumpster is for Emerson & Emerson Lessee garbage only. Do not use the Emerson dumpster for personal dumping. Do not use the dumpster for furniture, carpet, remodeling debris, etc. All items that will not fit in a garbage bag needs to be removed from the premises.

**RECYCLING:** The Emerson cardboard recycling container is for Emerson tenant recycling only. Do not use the recycling container for personal recycling from home.

**DELIVERIES:** The Emerson will not sign for and/or accept deliveries (USPS, Fed Ex, UPS, etc.) for individual tenants.

**NOISE:** Be respectful of the other studios around you and keep noise to a minimum. Loud noise, other than during construction/remodeling is prohibited. Lessees conducting classes for children will instruct children not to run or make noise in the building hallways before, during or after class.

#### **BUILDING HOURS:**

- Entry to the building shall be during the hours of operation, which are 6:00 a.m. to midnight. After hours of operations entry to the building is restricted. If you wish to be in the building between the hours of midnight and 6 AM, please be sure to arrive in the building prior to midnight. Be mindful if you exit the building after midnight re-entry will not be possible prior to 6 AM.
- Rocky Mountain Security does sweeps of the building between the hours of midnight and 6 AM.
- If after hours emergency access is required, please contact Rocky Mountain Security at #406-388-9380.

#### **STUDIO DESIGN/STRUCTURAL CHANGES:**

- Upon the termination of your lease, you will be responsible for returning your studio to the condition/state in which it was upon the commencement of your lease.
- All tenants will be required to leave their studio freshly painted (with the paint furnished by the Emerson) upon the termination of their lease.

- Failure to return the space to the original state, will result in the fines/penalties.

**HALLS:**

- Keep the halls clear of debris and furniture. Items placed in the hall are subject to Building Committee approval.
- Wall space--tenants may use the exterior wall space of **their** studio to display items in the hall.
- There are three designated message boards in the building for tenants to use for placing flyers. These message boards can be found in the following locations: the vestibule area by the South Entrance by the Emerson Grill, the vestibule area by the North Entrance by the Jessie Wilber Gallery, and the vestibule area in the West Wing. Random signage placed outside these locations will be removed.

**KEYS:**

- You are given two studio keys at the time you sign your lease. If you lose your key(s), replacement keys will be billed to you at \$25.00 per key.
- If you have a lock box installed for keys outside your studio, the lock box becomes the property of the Emerson upon the termination of your lease. At that time, you will be responsible for providing the Emerson with the lock box combination. In the event your combination is lost, you will be charged for the removal of the lock box and the repair of the wall where the lock box was installed.

**TELEPHONE/INTERNET:**

- The Lessor doesn't provide phone service nor internet. The Lessee is responsible for supplying their own phone/internet service via their personal cellular hotspot.

**SMOKING:**

***The Emerson is a smoke-free building which includes cigarettes, cigars, pipes, tobacco carrying products, e-cigarettes, hookahs, bong, etc.***

- No Tenant shall smoke in his/her studio. Tenants shall not allow his/her family members, invitees or guests to smoke in their studio.
- Smoking shall be prohibited throughout the entire building, including but not limited to, inside all tenants' units, hallways, stairways, foyers, common rooms and facilities, exterior landings, front steps, entrance ways, the upper sidewalk, roof tops, basements, storage areas and by the windows.
- Smoking is permitted on the lower sidewalk around the building.

**OPEN FLAMES:**

- The only open flames that can be utilized within the Emerson are candles inside glass containers. The candles must fit below the top lip of the glass container to avoid wax spillage and dripping. Candles may not be placed in paper bags, plastic containers, etc.
- The use of torches must be disclosed in the business plan on file with the Emerson. If Lessee wishes to amend their approved business plan on file with the Emerson, they must submit a request in writing to the Director of Operations. The Director of Operations will present this proposal to the Building Committee for review/approval.
- The Emerson has the highest expectation that these torches will be used safely and responsibly. The Lessee assumes responsibility for any damage incurred resulting from this use.

**ODORS/SCENTS:**

- Incense, sweet grass, scented oils/sprays/candles and strong fragrances are not permitted.
- We understand some artistic media requires the use of high odor (yet non-toxic) materials. Please be mindful of how these odors affect others in the building. If you have questions regarding whether

or not the materials you plan to use are indeed permitted in your studio, please contact the Emerson's Director of Operations.

**SPRAY PAINTING:**

- Spray painting is not permitted inside the Emerson.
- If you are spray painting outside on the Emerson grounds, you must take the necessary precautions to ensure items are not placed directly on the lawn, sidewalks, outdoor stage, picnic tables, and parking lot or against the building.
- If necessary precautions are not taken and Emerson property is damaged, you will be charged \$50.00/hour + materials to clean the damaged area(s).

**HAZARDOUS & TOXIC MATERIALS:**

- Hazardous, caustic, dangerous or toxic materials are NOT to be used or stored in your studio or about the Leased Premises.

**DOGS:** Dogs are allowed in the Emerson in accordance with the following dog policy (effective April 24, 2012):

- Dogs must be accompanied to the studio space on a leash;
- Dogs must be well behaved (i.e. not a barker) and controlled at all times;
- Dogs must be tended while in the studio (i.e. dogs cannot be left in studio during lunch hours, etc.)
- Dogs are not allowed in the bathrooms unless they are registered service dogs clearly displaying a vest or tags;
- Tenants are responsible for cleaning mud/debris from their dog before entering the building and cleaning up any mud/debris the dog might bring into the building;
- Dog owners must clean up their dog's poop outside of the building. Dogs must relieve themselves away from the Emerson building;
- Dog owners are responsible for cleaning-up after their dogs within the building. Emerson janitors and staff will not cleanup after dogs;
- The condition of breaking these rules would forfeit the tenant's right to bring their dog into the building. Complaints shall be in writing with the date and time of the violation. A written warning shall be issued to the dog owner/tenant.

**EXTERIOR SIGNAGE:**

- The Lessee is not permitted to post/place exterior signage (signs, sandwich boards, etc) on the premises.

**SINKS:**

- Do not pour paint, paint thinners, or anything other than water down the bathroom sinks.
- Do not pour anything toxic down the janitor's sink.
- You may utilize the janitor's sink to rinse out brushes, wash painting materials, etc. There is a janitor's sink located outside of the women's restroom in the north hall of the 2<sup>nd</sup> floor. If this area is abused, access to this sink will be revoked.

**MAINTENANCE/REPAIR ISSUES:**

- If you experience maintenance issues of any kind, alert the Director of Operations immediately and the situation will be assessed and dealt with in a timely manner.
- The Director of Operations can be reached via email at [renee@theemerson.org](mailto:renee@theemerson.org) or phone at 406-587-9797 (EXT 101)
- In case of an emergency, you can reach the Director of Operations at 406-577-6467.

- If you have a routine non-emergency maintenance issue, please complete the work order request form located on the Emerson website at [www.theemerson.org](http://www.theemerson.org). To access this request form, please go to the Tenants tab on the website (under the “Inside” drop down menu). Scroll to the bottom of the page, and the form is under the Resources for Tenants heading.

**PEST CONTROL:** If you experience any issues with mice, please notify the Director of Operations right away. We will provide and set out traps in your studio. Poisons of any kind are prohibited within the Emerson.

**USE OF LEASED PREMISES:**

- Lessee cannot use Leased Premises for sleeping quarters, dwelling rooms or any unlawful purpose.
- Lessee shall comply with all federal, state, county, municipal or other statutes, laws, ordinances, regulations, rules or orders of any governmental entity, body, agency, commission, board or official applicable to the Leased Premises.

**FIRE SPRINKLERS:** Nothing can be hung from the fire sprinklers: fire sprinklers must be unobstructed and accessible at all times.

**ACCESS:**

- Lessor and Lessor's agents shall have the right to enter the Premises at reasonable times for the purpose of inspecting the same and making such alterations, repairs, improvements or additions to the Premises.
- Lessor and Lessor's agents shall have the right to enter the Premises at reasonable times for the purpose of showing advertised/marketed studio space.
- Lessor will give prior notice to the Lessee whenever possible.

**NOTICE:** Lessor reserves the right to create new, or adjust the outstanding rules & regulations from time to time for the management, safety, care, and cleanliness of the building and grounds. Lessee must be informed of any changes & adjustments to this policy.

**EMERGENCY:** In the event of a serious Emergency (illegal activity, threatening situation, or life safety issue) dial 911. Please notify the Director of Operations via phone or email regarding the matter that required emergency services.

**ACKNOWLEDGEMENT:**

I have read, reviewed, understand and agree to comply with the Emerson’s Building Policies.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_