

## About Us

REACH Studio Art Center is a non-profit community art studio located in the REO Town District of Lansing, Michigan. REACH offers free or sliding-scale visual art classes and workshops for youth and adults taught by local teaching artists.

## Our Mission

is to foster equitable access to the arts through educational opportunities and creative engagement.

## 1. Non-Public Spaces

REACH has 9500 square feet (at least) of public-accessible space. User shall not enter or use areas of REACH that are not expressly included in User Agreement. Basements, Second Floor Studio, Mechanical and Storage Rooms are not to be entered or used by anyone other than REACH Staff, unless this is expressly approved and stated in User Agreement.

## 2. Cleaning

At the end of each use, the Facility shall be left in a clean, safe condition. The User shall remove from the Facility all property and materials belonging to the User and return Facility to pre-use condition. Storage of equipment between uses may be assessed a fee, unless included in User agreement.

2.1. **Kitchen Dishes and Appliances:** if kitchen access is included in agreement, User should make sure all dishes used are washed and put away and all appliances turned off (except for refrigerator of course!) and wiped down or cleaned out. This includes use of:

- Microwave
- Electric Range (stovetop and oven)
- Coffee Maker
- Other appliances such as blenders, crockpots, electric frypans

2.2. **Messy Materials:** User agrees to use consideration and caution if Facility Use involves messy, dangerous, or volatile materials.

2.2.1. User agrees to provide and use tarps to protect surfaces from messy materials (paints, inks, charcoal, etc)

2.2.2. Use of dangerous or volatile materials/equipment is prohibited in REACH Facility unless express permission is granted in writing by REACH Staff before use, and a plan for safe use and disposal is implemented.

2.3. **Brooms, mops and other cleaning supplies** will be made available for use and will be located:

*In adjacent PAS restrooms and/or passage behind stage: you'll find broom, dustpan, dry mop, swifter mop, rags, hand-vacuum.*

### 3. **Trash and Recycling:**

User shall exercise care in the use of the Facility and comply with guidelines to reduce excessive wear or debris. User agrees to keep the Facility in a clean and orderly condition and to remove all waste material at the conclusion of each use.

- 3.1. **Trash** should be placed in provided trash cans, with plastic liners. If User fills a trash bag, bag should be removed from receptacle, securely closed, and placed in light blue city trash cart located by gray Northwest utility door (see Door B on the map) adjacent to alley.
- 3.2. **Recycle:** Clean paper, glass, metal cans, cardboard, and plastic containers should be placed in dark blue recycle bins, or in green city recycle cart located (*see Trash*)
- 3.3. **Do not** put plastic wrap, plastic bags, Styrofoam, or trash in recycle bins.
- 3.4. **Prohibited Materials:** Liquids, and any local, state, or federally prohibited materials of any kind are not permitted in trash or recycle receptacles or carts. User is responsible for removing and disposing of paint, chemicals, and any volatile substances or liquids in a manner consistent with federal, state, and local laws.

### 4. **Fixtures, Furniture, and Equipment**

- 4.1. **Use of REACH furniture and/or equipment** by User is not permitted unless expressly noted in User Agreement or part of the lease. This includes kitchen appliances, audio-visual, power tools, or studio specific equipment.
- 4.2. **Alterations:** User shall not make any alterations to the facility including any fixtures, building systems, furniture, or equipment unless expressly stated in User agreement and/or agreed to in writing with Executive Director prior to use.
- 4.3. **Moving/rearranging furniture:** Do not slide or drag furniture or equipment on floors. Instead lift and place where needed, making sure appropriate number of people are present to assist with lifting heavier or awkward items. User should put furniture and equipment back in its original location after Facility use unless other arrangements are made and approved by Executive Director. Plans to rearrange heavy equipment such as sound systems, piano, printing press, etc should be pre-approved in writing by Executive Director. REACH has some various dollies available to assist in moving heavy or awkward items.
- 4.4. **User-provided equipment** and furniture is permitted in the Facility with pre-approval by REACH. Non-REACH property is not covered by REACH insurance and as such, User is responsible for insuring against any damage or loss to user-provided furnishings and equipment. User shall use their furniture and equipment according to REACH policies while in REACH Facility.
- 4.5. **Black folding tables and black folding chairs** are not to be used for art projects and activities. These furnishings are reserved for meeting, banquet, performance event use. Please use caution when using folding chairs; standing or kneeling on black folding chairs is prohibited.

### 5. **Attaching Items to Surfaces**

- 5.1. **Nails, screws, tacks and other fasteners** which alter surfaces are not permitted unless express arrangements are pre-approved with Executive Director.

- 5.2. **Tape of any sort** is also prohibited on surfaces unless express arrangements are pre-approved with Executive Director.
- 5.3. There are several heavy duty screw eyes in some spaces with wood ceiling rafters which can be used to hang or suspend items to hang if necessary. Plans and troubleshooting for hanging any items in the facility must be pre-approved with Executive Director.

## 6. Signage

- 6.1. **Attaching posters**, signs, flyers to walls, windows doors, and other surfaces by puddy, tape, nails, thumbtacks and other more permanent means is prohibited unless there is prior, (written agreement for non-REACH users) approval from REACH Executive Director.
- 6.2. **Placing of flyers for non-REACH announcements** and activities in and on REACH campus must be pre-approved by REACH staff. In general we will not place ads, announcements or other information that does not relate to or support the REACH mission or our audience.

## 7. Heating and Cooling

All public spaces at REACH have heating and cooling systems (HVAC). These are controlled by auto scheduled thermostats in all studio spaces. Thermostats are set to steward our energy use and provide comfort while spaces are in use.

- 7.1. **Do not alter thermostat settings** unless express instructions to do so are provided by REACH
- 7.2. **Changing thermostat:** If given approval by REACH, User may scroll and hold the heat up no higher than 72, and cool to no lower than 75. User should, at end of use, take thermostat off “hold”, usually by pressing “run” or “run schedule” button on thermostat. If schedule is not set, leave on “hold” but scroll temperature up or down accordingly at beginning and end of session use.
- 7.3. **Heat and Cool Zones:** Since HVAC at REACH is zoned by studio or building, and schedules in each zone may differ, keep all interior doors closed when not in use.

## 8. Neighbors

- 8.1. **Noise levels** shall be kept at a level which is considerate of (not disruptive to) others concurrently using other spaces at REACH and REACH neighbors.
- 8.2. **Parking** is prohibited in the Alleys as well as at the house/lot next to Performing Arts Studio at south end of REACH property. Parking is also prohibited on any REACH sidewalks. Please park in designated parking areas marked in gray on the attached site map.
- 8.3. **Any debris or trash generated by User** and left outside on REACH property—parking areas, sidewalks, or courtyard, should be removed to trash or recycle carts as appropriate.

## 9. Damage to Facility

**If User or the attendees of the User’s activities damages the Facility** (building, furnishings and equipment), REACH shall have the option of either (i) requiring User, at User’s own expense and risk, to restore the Facility to the condition existing prior to use, or (ii) itself making the repairs and

restorations to the Facility. REACH shall have sole and complete discretion in deciding which option to exercise. If REACH decides to itself make the repairs and restorations to the Facility, the costs for same shall be borne solely by User. User shall reimburse REACH for any repairs or restoration necessary to repair damages to the Facility caused by User or the attendees of the User's activities.

**Repair and restoration costs** will be subtracted from damage deposit if applicable. Any additional costs not covered by damage deposit will be invoiced to User to be paid within 7 days of receiving invoice.

## 10. Safety and Security

The REACH Campus includes 13 locking exterior doors and several interior locking doors.

10.1. **Locking and securing doors.** From time to time, due to weather changes, our locking doors do not latch properly without an extra push. When leaving facility, check exterior doors to be sure the latch/lock has engaged on any doors used, and the building is secure.

10.2. **Non-REACH or Non-User visitors during use.** REACH is on a busy main street (Washington Ave) with a bus stop right outside of the Main and Teen Studio doors. From time to time, passers-by may request entry to REACH, ask to work for cash, or other inquiries unrelated to REACH or User activity. For the safety of REACH Staff, Users and visitors, it is REACH's policy to refuse/discourage such inquiries. Please do not allow unexpected visitors who are unrelated to User activity into REACH Facility or to use REACH property or equipment.

**Note:** we often have neighborhood children who like to play in our courtyard and/or parking lots, which we welcome as long as they are playing safely. We have had some instances where they have climbed and jumped off the lower back roof, stood on our picnic tables, etc If you are aware of unsafe or damaging activity taking place:

- If User is comfortable respectfully asking children to stop dangerous or damaging activity, User may and is encouraged to do so.
- User should call REACH Executive Director to report any dangerous or damaging activity. See emergency numbers at end of document.

10.3. **Lights.** Make sure that all lights (with the exception of some 24-hr lights in many areas which have no on-off switch) have been turned off by the last one leaving. Main Hub basements (under Main Studio and Teen Studio) and all restrooms have motion sensing lights and will turn on and off automatically.

### 10.4. Emergency Contacts:

1. Alice Brinkman, Executive Director  
Mobile # 517-862-1443 Please text first if possible
2. Jim Zacks, President of the Board  
Mobile # 517-285-5002

### SITE MAP-STREET LEVEL

**PUBLIC DOORS**

**STAFF ONLY DOORS**

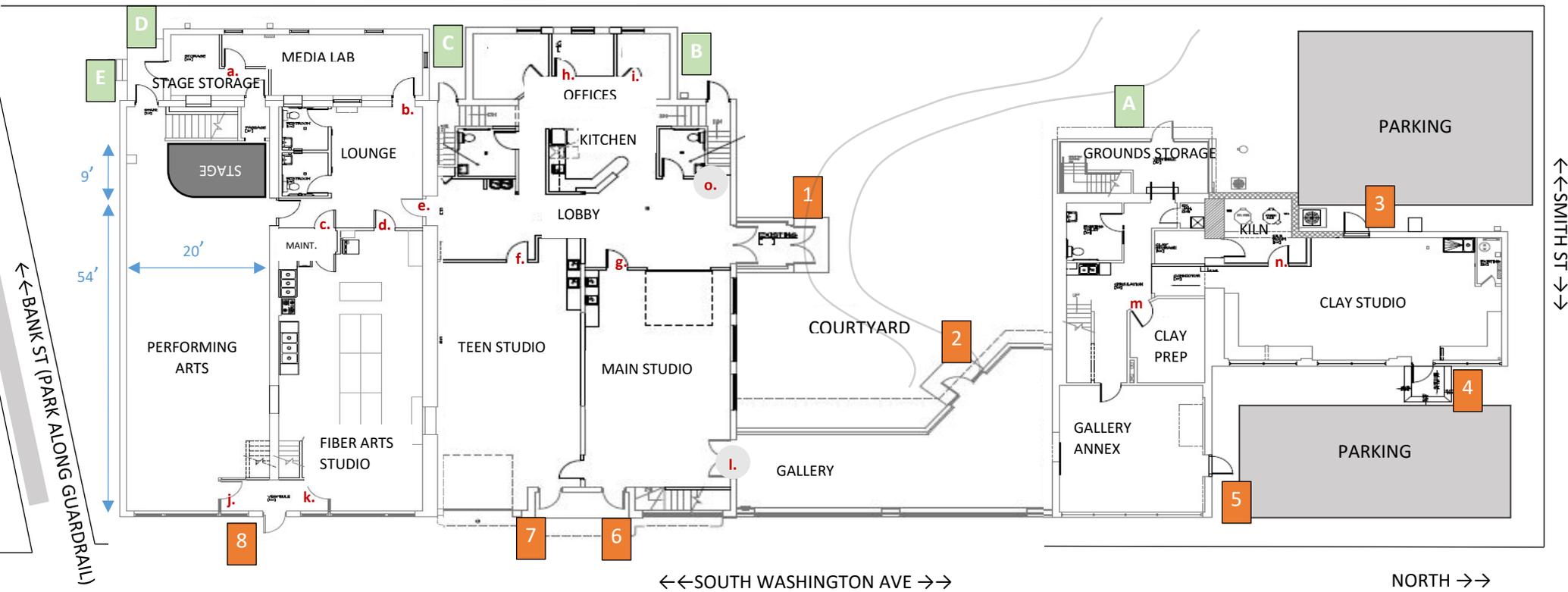
Interior locking doors

proposed locking doors

SHED

PARKING

←←ALLEY →→



←←SOUTH WASHINGTON AVE →→

NORTH →→