



# The Helene Wurlitzer Foundation of New Mexico

218 Los Pandos Rd • Taos, New Mexico • wurlitzerfoundation.org

Nicholas P. Knight, Executive Director

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## Residency Policies & Guidelines

The following guidelines have been adopted to help make your stay at the Foundation a safe, positive and productive one. If the following guidelines are not honored, the Foundation reserves the right to terminate your residency fellowship.

1. **ARRIVAL:** Residents will receive an orientation manual prior to arrival. Please do your best to plan your arrival between 10:00 and 4:00 on the arrival date specified your Artist Residency Agreement. The day prior to your arrival, call or text-message the Executive Director's cell phone (575) 779-0600 to apprise the Foundation of your estimated time of arrival. Upon arrival, the Executive Director will welcome you at the Main House, located in the 218 Los Pandos Rd, for an orientation.
2. **FOOD AND TRANSPORTATION:** The Artist is responsible for their own food and transportation, although HWF does provide bicycles for artists in residence.
3. **NO-WORK POLICY:** HWF does not place any expectations or quotas on The Artist. However, there is a No-Work Policy for artists in residence. HWF's program is designed to allow residents to immerse themselves in a distraction-free environment.
4. **CODE OF CONDUCT:** HWF has a zero tolerance policy for sexual harassment, verbal and/or physical abuse, racism, illegal drugs, theft, and behavior that disturbs or endangers other residents. Violators will be asked to leave immediately.
5. **EQUAL OPPORTUNITY:** It is the policy of HWF that there shall be no discrimination with respect to selection of The Artist because of race, color, religion, national origin, gender, age, physical limitations or military status.
6. **ABSENCES:** Please notify the Executive Director if you intend to be absent from your residence. The Foundation discourages absences of more than three days, but will make allowances for emergencies or special circumstances. If you leave suddenly, without first communicating with the Executive Director, and it is not a family or medical emergency, you will forfeit your damage deposit.
7. **MAINTENANCE & REPAIRS:** If anything in your residence is broken or breaks during your stay, or if problems occur with the plumbing, gas, electrical and/or appliances or fixtures, please notify the office immediately so repairs can be made and costly damage avoided.
8. **GUESTS:** The campus casitas are equipped for single occupancy only. However, if family or friends wish to visit during your stay, please notify the office prior to their arrival. Visits should be limited to 3 days maximum. The Foundation does not allow partners or family of grantees to move to Taos temporarily while the artist is in residence.

9. **PETS:** Pets are not allowed on the Foundation premises. This is because many people use the casitas and some are severely allergic to dander. Exceptions can be made for certified service animals, in which case the resident's security deposit will be retained for deep-cleaning upon departure. Do not feed stray animals or neighbor pets.
10. **PROHIBITED:** Illegal drugs and firearms are not allowed on Foundation premises. Anyone found violating this policy will be asked to leave the program. Caustics of all types are prohibited in stainless steel sinks.
11. **CASITA INVENTORY:** You'll receive a copy of the casita inventory upon accepting the Residency Agreement, and shall sign a copy when occupancy is taken. Removing furniture or other items from your residence is prohibited. Residents will be responsible for missing items. Feel free to rearrange the casita to accommodate your needs, but please return things to their original locations before you leave.
12. **LIBRARIES:** The Library is open during office hours. Please use the sign-out sheet in the Library, and return the book(s) to the office before checking out new books, and record the date returned on the sign-out sheet. Please make sure to return any checked-out books to the office prior to your departure. Books at the Main House are not to be removed. Books from the Alumni Library located in the Commons House can be checked out using the sign-out sheet in the Commons.
13. **PERSONAL PROPERTY:** The HWF is not responsible for resident's property, nor is it insured under the Foundation's insurance policy. Residents are responsible for their own insurance and for the safety of their personal property. If you must leave the HWF campus during your residency, take your valuables with you, and notify the Executive Director with your arrival and departure dates.
14. **FIRE SAFETY:** Campus buildings have open-flame pilot lights on water heaters, furnaces and some cook stoves. Therefore, use of gasoline, other flammable liquids, and certain plastics and solvents that give off flammable fumes are prohibited indoors.
15. **SMOKING:** There is NO SMOKING allowed inside campus buildings. If you must smoke, please smoke outdoors away from your fellow's casitas, and dispose of butts.
16. **FIREPLACES:** The fireplaces are no longer functional and shall not be used.
17. **ENERGY & CONSERVATION:** Taos is a high mountain desert community. Please conserve water and use energy efficiently. Avoid using water for washing cars and/or watering gardens.
18. **EMPLOYMENT:** Employment activities, including contract work, during the term of your residency are not allowed.
19. **EVENTS:** Public performances and/or displaying in public venues (events) during the residency must be cleared with the Exec. Director prior to planning. Charging admission for such events is strictly prohibited, and any marketing or promotional materials used for events using the Foundation name or branding must be approved by the Foundation. The Foundation encourages artists to utilize their time in residence to focus on *creating*,

rather than promoting, their art.

20. **PRIVACY:** Please respect your fellow artist's space and time, and do not burden them with personal problems. No resident should feel an obligation to read, exhibit, perform, or report on their work to other artists or members of the staff, or to attend readings, exhibitions, or performances by other artists. Artists should never make other artists uncomfortable about not attending such events. Keep noise at a minimum.
21. **PROPERTY DAMAGES:** Residents will pay for any breakage or damage to the premises or contents belonging to the Foundation which have occurred during the Residency Term, except for: ordinary wear, Act of God, natural catastrophe or from other causes beyond the resident's control. Residents understand that an inspection of the premises will take place at the conclusion of their Residency Term. The Foundation may reimburse itself for any such damage from the security deposit paid by the resident.
22. **CONCERNS:** Bring any extenuating circumstances or concerns to the attention of the Executive Director or the President of The Board of Trustees. Every effort will be made to address your concerns.
23. **DEPARTURE:** Please vacate your residence in accordance with the departure date on your Artist Residency Agreement, and arrange an exit interview with the Executive Director during the last week of your stay. Please leave the residence in the same condition as when occupancy began. Do not leave partially eaten food or other perishable food items in the refrigerator or cabinets. Linens and towels should be laundered. Those used on your last night of residency can be left in the laundry basket. The Foundation will launder curtains, blankets, mattress pads, rugs, etc.
24. **SECURITY DEPOSIT:** The security deposit will be refunded within 60 days of your departure from HWF, provided there are not any incidental expenses (damage to campus property, or for shipping, etc.) attributable to The Artist. In the event of disagreement as to cause or amount of damage, the Foundation may hold the entire security fund until final settlement.

The Foundation management wishes to thank you for your attention and cooperation in following the guidelines set forth above.

**Enjoy your residency!**