

REGULATION FOR THE USE OF FACILITIES AND EQUIPMENTS

CHAPTER I GENERAL DISPOSITIONS

The purpose of this regulation is to establish rules and conditions for the use of the Facilities and Equipment allocated to the activities carried out in the “Artistic Residencies Space” of OSSO - Associação Cultural.

CHAPTER II FACILITIES

1- The Artistic Residencies Space is located at Rua de São Gregório nº9A, 2500-065 Caldas da Rainha.

2- The Artistic Residency Space is made up, namely, of:

- 2 (two) double rooms;
- 1 (one) single room;
- 1 (one) kitchen and respective living area;
- 1 (one) common bathroom;
- 1 (one) studio;
- 1 (one) workshop.

CHAPTER III MANAGEMENT AND PURPOSE OF THE FACILITIES

1 - OSSO - Associação Cultural is the responsible of the Artistic Residencies Space, which is managed by a team of specialized technicians within the scope of the various needs and objectives that make up the so-called “Space”.

2 - The Artistic Residency Space is intended for: the reception of one or more individuals and/or groups for periods of residency in creation, research and training in all artistic areas; informal presentation of shows, concerts, conferences, exhibitions, training courses and other cultural, scientific and recreational events taking place or related to resident individuals or groups.

CHAPTER IV USE OF FACILITIES

1 - The users of the Artistic Residency Area are considered to be all authorized residents to whom OSSO has yield their spaces for carrying out projects / activities.

2 - Residents must fill in a technical form that includes a list of requested equipment and its period of use.

3 - The studio and the house must be maintained in good condition and with respect for all users of the home space.

4 - The daily maintenance is of the resident responsibility during the period of residence, without prejudice to OSSO carrying out a weekly cleaning.

5 - Residents' guests are under their exclusive responsibility and their presence must be previously communicated to the OSSO production team.

6 - Residents' guests wishing to stay overnight must be previously identified and such intention communicated in advance.

7 - The payment correspondent to residents' guests overnight is of the responsibility of these residents.

8 - Residents are free to choose any working hour, safeguarding that from 10pm the noise of such activities should not disturb other residents and/or the neighbours, under the terms and for the purposes of respecting the Legislation on the matter.

9 - The working hours of the OSSO team are between 10am and 6pm, from Tuesday to Saturday, unless previously agreed.

10 - Smoking is not allowed inside the premises.

11 - Pets are not allowed inside the premises.

12 - Lights and heaters must be kept off when they are not needed, and the front doors and windows must be locked when residents leave the residence space.

CHAPTER V USE OF EQUIPMENT

1 - The Space for Artistic Residencies encompasses a Studio and a Workshop equipped with the necessary technical means to carry out the Association's activities and a house with bedrooms and a fully equipped kitchen. These furniture and buildings are under OSSO responsibility.

2 - The equipment requested by residents must be taken care of and kept in good condition, under penalty of civil liability of those who do not care for or use it improperly.

CHAPTER VI TERM OF RESPONSIBILITY

1 - OSSO - Associação Cultural is not responsible for any accidents related to residents outside the Association.

2 - The resident is responsible for their professional and occupational accidents insurance, having to sign a Term of Responsibility at the beginning of their activity/residence, stating that they are aware of these Regulations and taking full responsibility for the theft of material and/or personal damage caused by their activity their team.

3 - Through the declaration of the Term of Responsibility, all equipment and spaces used during the activity/residence period are of the entire responsibility of those using it.

4 - The improper or unauthorized use of any equipment or space may be grounds for civil and criminal liability on the part of the improper user. Any costs associated with the repair of such equipment or space will be of the Resident responsibility and may lead in the contract termination with OSSO the termination of the agreements between OSSO.

5 - Residents must pay a deposit that will be calculated according to the accommodation rate and the equipment required, ensuring the replacement or repair of any damage caused to equipment or accommodation.

6 - The security referred to in 5. above, must be paid on arrival and will be refunded before your departure if no loss is verified.

7 - After filling out the Term of Responsibility, residents are given a Key to the Artistic Residency Space, and they are responsible for returning it at the end of the residency.

CHAPTER VII FINAL DISPOSITIONS

Omissions in this regulation are promptly resolved by the management of OSSO - Associação Cultural under the terms of the Law.

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