



PARTICIPATION AND SPACE USE GUIDELINES

Updated October 18th 2023

We offer our space to the community as a way to give the community a possibility to connect, grow from one another, and share with each other.

We created these guidelines to ensure that we can optimize and maximize our services and outreach, so that as many people can benefit from an optimally enriching experience each time you participate.

Your continued participation is dependent on observing our participation guidelines at all times. Failure to adhere to our guidelines can result in a suspension of your privilege to participate in our programs, events, and other services. The Art & Connection Board & staff reserve the right to decline any registration, reservation, or request, for any reason, at any time.

Your registration represents your agreement to the rules and terms stated in this document.

Please read in full the sections below that apply to the events that interest you.

General Policies

1. Be polite and mindful of your conversations to what would be appropriate for a community center where all ages are welcome. Absolutely NO gossip, swearing/curse words, or language inciting violence or divisiveness. Debates are welcome as long as they are kept civil and constructive.
2. Please moderate your conversation volume.
3. Keep the space as clean and tidy as it was when you arrived. Use our trash and recycling bins, and dispose of your own bags of trash in the green dumpster in the parking lot. Take any leftover food items with you. Unused food items that other visitors will appreciate (e.g. coffee, cookies) may be donated to the center, per the discretion of staff.
4. Beverages, cups, name tags, pencils, paper, and other items are on offer for visitors. Please take only what is appropriate for you or your group and replace any unused supplies.

Art & Connection, a program of the Reid Family Foundation, exists to provide the gift of possibility and arts, cultural, and connective opportunities to all in need.

info@artandconnection.org | 231-498-2522



Media Release

Unless otherwise communicated to the Art & Connection staff in writing prior to your participation, your completed registration indicates your permission that you/your minor may be filmed/photographed while on Art & Connection premises and/or during the course of the event, by Art & Connection staff or its agents. Art & Connection may share, distribute, or publish such images and videos for educational or publicity/promotional purposes, including via its website, printed media, and social media.

Art & Connection Program Guidelines

1. **Attendance Limit:** Beginning January 1, 2024, with the goal of achieving greater community participation and inclusion, we will move to a new system: You may attend only two programs per month for free. Also, you may only register yourself and must include your contact information so we may confirm your registration and communicate any changes in the class. We will help anyone with the registration process, if needed. Please call us at (231)498-2522 or email if you need assistance.
2. **If you are unable to attend**, please notify the staff as soon as possible so your spot can be given to someone else. No-shows who haven't notified us lose the right to register for another event for 60 days (except for extenuating circumstances).
3. **Arrive early.** If you arrive more than 5 minutes late without having previously notified the staff and/or workshop leader, you may miss important instructions. The workshop leader has the authority to decide whether you may still attend. The workshop must begin on time to allow enough time for the entire project, cleanup, and the staff's transition to other programs.
4. **Prepare to leave on time:** Clean up around your workspace and put away materials you use so that the space can be prepared for the next event. Take unfinished work with you. If you need more time to finish your work, you may make arrangements with the staff to finish your work another time when the space is being unused.
5. Due to space limitations and the types of materials we are using, only those who register can be present in the studio area. We cannot accommodate children at events for ages 18+.

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6. Attendees who already took a class/workshop/retreat are generally not eligible to take the same one again in the same season. (Example: The "Glass Fish on Canvas" workshop can only be attended once, but a "Creative Writing" workshop providing a new theme each time may all be attended.)

Community-Led Event Guidelines

If you are attending an event at Art & Connection that is provided by a third-party (not by Art & Connection or its staff), please familiarize yourself with the Event Organizer's own attendance/participation policies. Our own guidelines still apply as well.

We offer our space free to the community as a way to provide the possibility to connect, grow from one another, and share with each other. Art & Connection is intended for inclusive community enrichment. Examples include, and are not limited to:

- Arts and cultural classes, workshops, and retreats
- Educational programs, lectures, and seminars
- Study groups
- Special interest clubs/groups (e.g. games, books, youth enrichment, social support groups, crafting groups, etc.).
- Business or organization meetings not intended solely for financial gain (nonprofit board meetings, mentorship, etc.).

Art & Connection is not a space for acts of derision or belittling, for personal sales/marketing events, or as a substitute for parents/guardians. Examples include:

- Political campaign events
- Religious ceremonies or missionary duties
- Childcare, elderly care, or personal monitoring requiring staff supervision
- Private business events intended to generate personal sales/profits - e.g. no pyramid scheme / multi-level marketing sales, product "parties" to generate profits, etc. (Exception: Fundraisers for nonprofits / charitable purposes are ok. Free craft events where sales are not required or pressured are ok.)
- Private parties (e.g. birthdays, showers) UNLESS the scheduled event is open to the public, and/or the party includes one of the acceptable community enrichment purposes in the above list (e.g. a party to raise money for someone in need).

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How to Make a Reservation:

1. Send us your request online at: <https://form.jotform.com/221535470488157>
2. After we have reviewed your request, you will be contacted by phone / email with a reservation confirmation. **Your reservation is NOT confirmed until we contact you.**
3. If you have not heard from us within 2 business days (Monday-Friday) of sending your request, please contact us.
4. If you have any questions or need to modify/cancel your reservation, please contact us.
5. If you fail to inform us of a canceled event or significant event changes (e.g. date/time, estimated number of people attending, space use needs), your future space reservation privileges may be compromised.
6. Recurring reservations (e.g. "every Monday") are valid for 3 months. This ensures that other groups will have the chance to reserve during the same time slot in the future. At the end of your 3-month reservation, if no other reservation has been made, you may request to renew your reservation for another 3 months.