

ArtEgg Studios

Welcome to ArtEgg!!!

Thank you for choosing to join the ArtEgg Studios, community. Please read about ArtEgg Studios and visit our website: www.artegg.com. By joining our community, you add richness, expertise and have an opportunity to share your skills and interests with more than 45 community residents, individuals and organizations, - all of whom share a commitment to the cultural and environmental sustainability. ArtEgg is a multi-use commercial building that brings together creative people, small businesses and multidisciplinary artists.

About Us

- **Arbor Development Company:** manages **ArtEgg Studios** (the building's name) ArtEgg's website is www.artegg.com and email: arteggstudios@gmail.com.
- **Dr. Esther R. Dyer** owns the building. She is best reached via email arteggstudios@gmail.com. Contact Esther for: Rentals, Temp Rentals and suggestions to improve ArtEgg.
- **Ken Battles, Cypress Tree, LLC**, ArtEgg's manager – contact him for tours, minor repairs and any studio issues. (504.813.9567) : kentreebattles@gmail.com
- **Elliott Perkins** is ArtEgg's Program Director and responsible for Special Events and Event management: elliottperkins@gmail.com. (504.343.7147)
- **Saegan Swanson** is our bookkeeper: saeganswanson@gmail.com (510.229.7983)
- **Ruth Dyer** is publishes our monthly newsletter. Please email her with any information you would like to share. redyer@comcast.net
- **Charlie Carmouche** is ArtEgg's maintenance person contact him for any approved projects. Call or text (504.491.8386)
- **ArtEgg's** main number (504.822.4002) is voicemail only. In the event of an emergency, please contact Steve or Elliott via cell phone.

Rent

- Checks are payable to Arbor Development Company, PO Box 792182, New Orleans, LA 70179. Between the 1 and the 5th of the Month, you may drop your check off at the ArtEgg Office (use the safe next to the mailboxes). You can also pay via your QuickBooks Invoice with your checking account. Saegan will log in your check to assure that you have credit for the payment. **Do Not Mail Checks to ArtEgg**. Any mailed checks must be sent to the PO address. **NO CASH** – just Checks or Money Orders made payable to Arbor Development Company. **Contact Saegan for billing questions!**
- After the 5th of the month, you will be charged \$15 per day for each day late retroactive to the first of the month.
- **Liability Insurance:** All tenants, as per lease, are required to have insurance on file. The minimum liability insurance is \$1 million and Arbor Development must be listed as an additional insured on the policy. **Fax proof of insurance to 212.428.6771 or put it in the rent safe.** Suggested vendors include: Acord, State Farm, and FracturedAtlas.org. Liability insurance is a lease requirement.. **Insurance is required within the first 30 days or \$100 a month additional will assessed in the first 90 days and your lease is subject to cancellation and forfeit of your deposit.**

ArtEgg Studios

Rules

- **Access to the building:** ArtEgg's monitored burglar/fire alarm system has code access. There is also a lock box with a code if power is down – contact Ashley if you don't remember the code. **DO NOT LEAVE THE DOORS OPEN/Admit only your visitors.**
- **Access to the Back Gate:** Your front door key will open the back gate too.
- **Access to your Unit:** We provide a combination lock if there is a hasp or a key to a lockset. **Do not change your locks, without our permission.** We will not open nor will we lend the key to your unit to anyone without your emailed permission, except in emergencies. **If there is an emergency, we will cut your lock and replace it with one of ours, charge you \$75.00, and notify you of our action via email.**
- **Loading Docks**
 - The back loading dock has a ramp for loading only. Do not park on the ramp - others may need to use it. Do not block parked cars or trash container (back lot)
 - The side dock door is near the freight elevator on the Earhart side of the building.
 - **Do Not Leave Anything on the loading docks – or it will be disposed of it and you will be charged for the service @ a minimum of \$25 and \$25 more for each additional hour.**
- **Mail and packages at ArtEgg.** You can use the address of the building as your own. Here's how to:
 - Address: Name, ArtEgg Studios, 1001 S. Broad Street, New Orleans, LA 70125
 - Check your mailbox in the front hall and the front table
 - **Packages from UPS/FEDEX:** You will need to arrange for delivery at a time convenient to you. **ArtEgg is not responsible for receiving packages.**
- **NO ROOF ACCESS. The white roof coating would be comprised by people walking on it. Do not step on the roof and do not put any containers or other material on the roof.**
- **Parking:** There is no assigned parking. Tenants may park in either the front or back lot. Overnight parking is prohibited. Cars/trucks that are illegally parked or block others will be towed at owner's expense by **Zahn's Towing 504.239.4770.** **If you want a designated parking spot contact Steve.**
- **Studios** are rented in as-is condition. Painting or other improvements require pre-approval and use of an insured contractor. Email arteggstudios@gmail.com or see Steve in 107
- **Trash**
 - Take trash to the Dumpster in the back parking area. Break down large cartons and make sure trash is deposited in the bin. **Do not leave your trash in the hallways.** The Free Pile is not a trash pile.
- **Utilities:** Utilities are expensive and escalating. Please remember to conserve energy and turn-off air conditioning and heating units as well as lights when you are not present. **Turn any appliances, when you are not present. Please turn off common area lights when not in use.**
- **Visitors and the Front Door:** Visitors are welcome, if hosted by you. You are responsible for your guests when they are visiting ArtEgg Studios. **DO NOT LET STRANGERS IN.**
- **Website Listing:** You can register and maintain your own page, upload up to 3 digital photos and link to your website via artegg.com and click on Our Community Section on www.artegg.com.
- **Wireless: Open access/non-secure and sometimes unreliable.** No VOIP, Downloading or Streaming. If you need a stable IP address or use multimedia files or use VOIP, please contract directly for internet service. Cox Cable and Bell South are both available in the building.

ArtEgg Studios

In and Around ArtEgg

- **Bathrooms** are located in the front hall, downstairs kitchen, on the back loading dock and upstairs next to the paint sink room. Arbor is responsible for cleaning the common areas (halls, bathroom, kitchen, and work rooms). If you notice that something needs to be cleaned or lights need to be replaced, please email Steve stevebishoff@gmail.com or text 504.259.2353.
- **Break Areas:** The **EggKrewe Bar** is downstairs and there is a break area upstairs.
 - If you use it, clean it! Wash dishes and clean up the table.
 - Take your trash to the dumpster.
- **Cleaning:** ArtEgg's service cleans the service kitchens and bathrooms twice a week. If there is an issue text or email Steve. Tenants are responsible for cleaning their own Units and for cleaning their mess in service areas – ArtEgg is not your mother – and will not clean up after you – please be mindful of the needs of other members of the ArtEgg community. If you need a cleaning service contact: **Dilcia Lara, Lara's Cleaning Service 504.484.1565.**
- **Freight Elevator:** Put freight in the elevator and walk up down and call the elevator. Keep the gate down.
- **Paint Sink Room** is shared. Do not put flammable liquids or paint down the kitchen sinks. You must provide your own container for solvents. Dispose of waste properly. See posted notice as to rule of use.
- **Requests for service:** Email arteggstudios@gmail.com, stevebishoff@gmail.com and **If you notice a need for service, please let us know** – you can also see Steve in Unit 107 - Tuesday – Saturday noon – 8 pm.
- **ArtEgg** does not own or maintain any HVAC in perimeter units – these are the responsibility of tenants. If you to service your unit contact **Charlie Carmouche**, s ArtEgg's building maintenance supervisor (504.491.83836).

ArtEgg Policies

- **Bike Racks:** There are bike racks under available out front. Bikes are not allowed inside ArtEgg.
- **Drug and Alcohol Policy:** ArtEgg Studios is a drug free environment in both public and private spaces. Illegal drug use or activity will not be tolerated and is grounds for immediate lease termination. **ArtEgg does not allow intoxication on the premises.**
- **Free Pile:** located near the Soda Machine. **No clothes!** Trash that should be in the dumpster. Do not leave anything in hallways or at ArtEgg unless you have permission from Elliott, Esther or Ken. Your castaways are not our treasures and if we need to dispose of your property – you will be accessed a fee of up to \$80 (cost of an extra dumpster pickup).
- **Pet Policy:** ArtEgg a creative workspace and is not conducive to pets. **No pets are allowed on premises or in studios. Fully trained, certified and identified service animals are welcome.**
- **Public Spaces:** Your personal property must be kept your rented space. Permission to use the Euphrosine Gallery, Atrium and other public spaces requires prior approval. Please contact **Elliott. Insurance is required.**
- **Smoking Policy:** ArtEgg Studios is a smoke free environment inside the building in both public and private spaces. **Smoking is not allowed on ArtEgg property this includes your unit, loading docks, parking lots and gardens.** ArtEgg is a butt free zone – and complies with the No Smoking Regulations for City of New Orleans. Smoking at ArtEgg is subject to immediate eviction.
- **Masks and Social Distancing** are required as mandated by City and State regulations – Keep our community safe – wear your mask whenever you are in public areas.

Thank you!

ArtEgg Studios

Move-In Check List

- Receive a combination lock for your unit from ArtEgg or key to the unit.
- Receive code to the entry box
- Register your cell phone with Steve so that you can be listed on the entry panel and let visitors in when they come
- Lock Combination _____
- Provide a returnable check in the amount of \$100 made payable to Arbor Development Your check will be returned when you replace it with your Accord insurance certificate. You can email it to arteggstudios@gmail.com, put it in the rent safe or fax to 212.428.6771. Arbor Development should be listed as a named insured on the Acord insurance form. Refer to your lease for specific information and consult your insurance broker.

Tenant Registration Form: Unit _____

- Name _____ Cell Phone _____
- Address _____
- Phone _____ Email _____
- Car Make and Model _____ Plate # _____
- Emergency Contact _____ email/cell _____

Additional people who will regularly use/visit your Unit

- Name _____ Cell Phone _____
- Address _____
- Phone _____ Email _____
- Car Make and Model _____ Plate # _____

(Please provide this information if anyone will be working or visiting you regularly)