

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 tenants, 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. And any information you would like in the monthly newsletter
- **Ken Battles, Cypress Tree, LLC**, ArtEgg's building manager – contact him for tours, minor repairs and any studio issues. (504.813.9567) kentreebattles@gmail.com
- **Steve Bishoff, N2N Proprietor**, - contact him to view available spaces 12 – 7 pm or when N2N is open (504.259.2353) stevebishoff@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)
- **ArtEgg's** main number (504.822.4002) is voicemail only. In the event of an emergency, please contact Ken, Steve or Elliott via cell phone.

Rent

- Checks are payable to Arbor Development Company. You can pay via your QuickBooks Invoice with your checking account. Saegan will log in your check to assure that you have credit for the payment or you can pay via ACH. **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.** Suggested vendors include: Acord, State Farm, and FracturedAtlas.org. Liability insurance is a lease requirement. **Insurance is required prior to occupancy.**

Rules

- **Access to the building:** ArtEgg's monitored burglar/fire alarm system. You will be provided with a swipe card. **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. Arbor will provide a lock for the Unit. **Prior approval is required to use an alternative lock system.** If Lessee uses another lock system, Unit lock systems must be in conformance

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to Arbor requirements and lessee must supply Arbor with a key. Failure to provide a proper key will result in removal of the lock at Lessee's expense. **If you fail to keep an up-to-date key with Arbor, and we need access, 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 \$40 and \$40 more for each additional hour as well as additional costs for any trash removal.**
- **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.**
- **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 text Ken Battles 504.813.8567
- **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.

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 text Ken Battles 504.813.9567 or email kentreebattles@gmail.com
- **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.

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- **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: Please contact Ken:** and **If you notice a need for service, please let us know.**
- **ArtEgg** does not own or maintain any HVAC in perimeter units – these are the responsibility of tenants. If you to service your unit contact **Ken Battles**, Art Egg's Building Manager

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 assessed a fee of up to \$80 (cost of an extra dumpster pickup).
- **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. Please make sure your guests adhere to our policy.
- **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.
- **Vaccination Policy:** Proof of vaccination is required from all tenants.
- **No Weapons:** ArtEgg does not allow weapons on premises.

Thank you!

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Move-In Check List

- Receive a combination lock for your unit from ArtEgg or key to the unit.
- Receive swipe card to the entry box
- Lock Combination _____

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)

Please provide a copy of your driver's license and proof of vaccination