

# ArtEgg Rules and Responsibilities

Current as of Jun 2024

## Welcome to ArtEgg!!!

Thank you for choosing to join the ArtEgg community. ArtEgg is a multi-use commercial building that brings together creative people, small businesses, and multidisciplinary artists. By joining us, you add richness and expertise, and you 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 cultural and environmental sustainability.

With so many talented organizations and individuals working under the same roof every day, it is very important that we all treat each other and our common work environment with respect and professionalism. You, your organization, and your guests are responsible for your actions. We all have a shared responsibility to observe, obey, and enforce the rules contained here.

Adhering to these rules is important to the continued development of our wonderful community. Many of them are also critical to the health and safety of all tenants and visitors. Adhering to them is also a condition of your lease agreement. If you have any questions or feel that you need any special consideration, please feel free to reach out to us at [arteggstudios@gmail.com](mailto:arteggstudios@gmail.com), and we can work with you on your particular situation.

We ask that you please say something if you see something. Our General Manager is available to address many of your needs, and we are happy to answer any questions and clarify any policy. By following these few rules and communicating with one another, we can continue to make ArtEgg the finest collection of creatives, thinkers, organizers, and small-business owners in New Orleans. We are glad you are here.

Sincerely,

Dr. Esther R. Dyer  
Founder & Proprietor

ArtEgg Studios

1001 S. Broad Street, New Orleans, LA 70125

Mailing Address: PO Box 792182, New Orleans, LA 70179

[www.artegg.com](http://www.artegg.com) 504.822.4002

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## Important Contact Information

**ArtEgg, Dr. Esther R. Dyer, Founder & Proprietor, operated by Arbor Development Company**

Newsletter information, suggestions, and inquires

Website: [www.artegg.com](http://www.artegg.com)

Phone (voicemail only, not for emergency use!) 504.822.4002

General Email: [arteggstudios@gmail.com](mailto:arteggstudios@gmail.com)

Written communication: Arbor Development Company, PO Box 792182, New Orleans, LA 70125

### General Manager, John Swincinski

Contact for emergencies, building-related maintenance and repair issues

Available 9 am to 5 pm weekdays (except emergencies)

Phone 504.256.9928

Email [john@swincinskiart.com](mailto:john@swincinskiart.com) (please CC [arteggstudios@gmail.com](mailto:arteggstudios@gmail.com))

### Bookkeeping and Insurance, Emily Dodart

Contact with questions about bookkeeping and rent Emily Dodart

Available between 9 am and 5 pm weekdays

Phone 504.214.7636

Email [emilydodart@gmail.com](mailto:emilydodart@gmail.com) (please CC [arteggstudios@gmail.com](mailto:arteggstudios@gmail.com))

## All ArtEgg Tenants must be familiar with and adhere to the following Rules and Responsibilities

### Emergency Contact Forms

- Tenants must complete the attached emergency contact/vehicle information form for themselves and each employee who will have access to the ArtEgg building. Tenants are responsible for keeping this information current. Email updates to [arteggstudios@gmail.com](mailto:arteggstudios@gmail.com) and [emilydodart@gmail.com](mailto:emilydodart@gmail.com)

### Access to Leased Spaces

- ArtEgg management must have 24/7 access to all spaces you lease to respond to emergencies and routine maintenance. We will make every effort to contact you before entering a space and will do our best to provide reasonable advance notice for non-emergency situations.
- For spaces that use padlocks, tenants must use the ArtEgg-provided padlock to secure their spaces. Any lock that does not comply with this policy will be removed, and tenants will be charged a fee for replacing it.

### Security

- Each tenant is provided one key and one RFID card. These keys and cards may not be reproduced for any reason. If you need additional keys or cards, please contact us. Do not provide your keys to anyone who is not a tenant or employee. All keys and cards must be returned at the end of the lease.
- The key will open all common area doors and common area padlocks. The RFID card will allow access through the Broad Street entrance and through the center door on the Euphrosine Street loading dock.

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- A key code entry call box is at the Broad Street building entrance. You will be asked to provide a phone number for use with this system. Guests can look up your name or business and “call” you, and you can “buzz” them in from your phone by dialing 9 on your phone’s keypad.
- All exterior doors must always remain closed. Do not leave open doors and leave them unattended for any reason.
- The Euphrosine parking lot gate is to remain closed and locked except from 8 a.m. to 8 p.m. on weekdays and 8 a.m. to 5 p.m. on Saturdays. Tenants may continue to use the lot outside those hours but should open and close it with exit and entry. If you are the last car leaving the lot, you are responsible for closing and locking the gate regardless of time or day.
- The side lot gate (accessed from Broad Street) should remain closed and locked unless you are actively using it. If you open it, you are responsible for closing and locking it.
- Security is everyone’s responsibility. If you see an open door or a gate that you know should be closed, please help all of us by securing it. Do not admit anyone into the building that you do not personally know. Only tenants and their invited guests have access to the building. You are responsible for your guests’ conduct during their visit to ArtEgg.
- Please report missing locks or issues with doors and gates.
- Building entrances/exits, as well as common areas, are monitored by a video recording system. If you believe there has been an incident where video evidence needs to be preserved, please contact us immediately.

## Common Areas and Events

- Tenants enjoy access to the common areas of the property. However, there is no full-time cleaning staff. You are responsible for cleaning up when using any of the common areas. Tenants will be charged a cleaning fee for any cleanup, removal of unattended items, or any damages resulting from their use of common areas.
- The freight elevator is for freight only! Do not allow passengers to ride in the elevator under any circumstances. Always keep the doors down when not in use. If you make a mess in the elevator, you must clean it up.
- Please contact us with any restroom issues you observe. Restroom sinks are for restroom use only. No cleaning of brushes or other uses. There are clean-up sinks on each floor.
- Clean-up sinks are provided on each floor. Please be considerate of the other tenants and clean up after each use. Paint or hazardous materials should never be poured into the sinks.
- You may not store or display items outside of your leased space. This applies to inside the building, on the loading docks, the parking lots, and all other non-leased spaces without prior approval. Any unattended items will be removed, and tenants will be charged a cleaning fee.
- Any event that extends beyond your leased space must be approved in advance by ArtEgg management and properly insured. Contact us before planning any event. This includes but is not limited to art shows, parties, musical events, BBQs, etc.
- Any special event attended by a group larger than what you would normally experience in the day-to-day operation of your business must also be properly insured by the tenant and approved by ArtEgg management. ArtEgg has limited parking, restrooms, and other resources. We want to work with you to meet your needs while minimizing disruption to other tenants. Contact us before planning any event.

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## Parking: Cars and Trucks

- Parking is on a first-come, first-served basis and is for tenants and their guests only. It is available in the Euphrosine lot and the Broad Street lot. Additional parking is available just off ArtEgg property, under the Broad Street overpass. Do not leave valuables in your vehicle. ArtEgg is not responsible for theft, loss, or damage to parked cars, either on or off the property, at any time.
- Do not block the dumpster in the Euphrosine lot.
- Do not park in the Euphrosine lot loading dock loading/unloading area unless you are loading/unloading. This spot is reserved for commercial deliveries.
- Do not park on the loading ramp.
- No overnight parking without prior approval.

## Parking: Bikes

- Bicycles are not permitted in the building or on the loading docks. Bicycles must be locked to the Bike Racks on the Broad Street side of the building. Do not lock bicycles to fences, stairs, or any other structures other than the bicycle racks. Improperly stored bicycles may be removed and stored at the owner's expense. ArtEgg is not liable for theft or damage to bicycles left anywhere on the property, including the bicycle racks.
- No parking or staging of trailers, moving vans, or other commercial vehicles without prior approval.
- Illegally or improperly parked vehicles will be towed at the owner's expense.

## Waste Disposal and Hazardous Materials

- All trash must be placed in the dumpster in the Euphrosine lot daily. Do not leave any trash in the hallways or common areas. The dumpster is emptied twice a week. All items must fit entirely inside the dumpster. Break down all boxes. No pallets in the dumpster. If you notice the dumpster being full, please contact the General Manager. Do not place items outside the dumpster, as the trash collection agency will not pick them up. Tenants are responsible for the disposal of oversized items that do not fit in the dumpster.
- Do not dispose of solvents, flammable items, or other hazardous materials in the dumpster or down any drain. Tenants are responsible for safely using, storing, and disposing of all hazardous materials.
- There is a "Free Pile" located in the center of the building. This is strictly for items that are re-usable and may be of value to other tenants. Do not place broken items that cannot be readily repaired or any other trash in this area. If you place items in the Free Pile and they are not claimed by another tenant in 7-days, you are responsible for moving those items to the dumpster or disposing of them properly. Failure to do so will result in a cleaning fee.

## Alterations and Improvements

- No permanent or semi-permanent alterations or improvements may be made to your leased space without the General Manager's approval. You must receive approval in writing from ArtEgg management to start any project. All projects are subject to continued monitoring by ArtEgg Management. All Local, State, and Federal laws, codes and permitting requirements must be met.
- No electrical, plumbing, cable, internet, or other utility work can be done without written General Manager approval.

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- Many leased spaces contain existing window or wall installed A/C units. Tenants are financially responsible for the maintenance and replacement of these units. No changes, installation, or replacement of these units can be done without written Building Manager or Alterations and Improvements Manager approval. Once installed, AC units become the property of ArtEgg and cannot be removed at the end of your lease.
- All permanent or semi-permanent alterations or improvements become the property of ArtEgg and may not be removed during or at the end of the lease without approval.
- No signage may be placed anywhere inside or outside the building unless first approved by the General Manager.

## Smoking, Alcohol, and Drugs

- ArtEgg is a 100% smoke free property. No smoking anywhere on ArtEgg property. Smoking inside the building is a violation of New Orleans City ordinances.
- ArtEgg is Drug Free Environment. No use of illegal substances is permitted anywhere on ArtEgg property.
- ArtEgg does not allow intoxication on the premises.

## ArtEgg Wi-Fi Internet Access

- ArtEgg provides basic internet access to tenants and guest through its Wi-Fi network. The Wi-Fi does not reach all parts of the building and no guarantees are made with regards to its accessibility and stability. The Wi-Fi may be terminated at any time and is not a utility included in your lease. Our internet connection is provided by Cox Cable is very unstable due to the network infrastructure in the neighborhood. Most outages or slowdowns are a result of items outside of ArtEgg's control, and the internet usually returns after a period of time. If you believe there is an extended outage, you should report it.
- Users of the Wi-Fi consent to data monitoring. ArtEgg reserves the right to terminate a connection at any time for any reason.
- Any device that uses large amounts of data are subject to removal from the network. Absolutely no bitcoin mining or similar passive data processes are allowed at any time. No full time streaming or data exchanges.
- Users may not rebroadcast the ArtEgg connection. Network switches, routers or network extenders, mesh points, video recorders, alarm systems, or other similar devices may not be connected without the General Manager's permission.
- Tenants requiring high data usage or stable internet connection are encouraged to contract for their own Cox internet, AT&T, or other service provider.

## ArtEgg Website Listing and Newsletter

- ArtEgg maintains a publicly accessible information website at [www.artegg.com](http://www.artegg.com). If you would like your business listed in our community directory, email your request to [arteggstudios@gmail.com](mailto:arteggstudios@gmail.com).
- ArtEgg routinely publishes important information via Newsletter. You are required to provide an email address on your Emergency Contact form for this purpose.

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## Mail and Packages

- Tenants can receive USPS mail at ArtEgg by using the following address:  
Individual or Business Name, 1001 S. Broad St, Suite XXX (include your unit number)  
New Orleans, LA 70125
- USPS does not always place your mail items in your box, especially if a suite number is not included. Please check the table-top regularly for mail that may belong to you.
- ArtEgg receives service from USPS, FedEx, UPS, and Amazon. We will not sign for your packages. You must arrange for your own pick-up of packages. All mail, packages, and other deliveries must be removed from the mail area promptly.
- ArtEgg is not responsible for any mail, packages, or deliveries that are lost, stolen, or damaged.
- Tenants must be on hand to receive all freight deliveries, and all freight must be immediately removed from common areas.

## Pets

- Pets are not permitted on ArtEgg property. Service Animals are permitted in accordance with applicable laws and ordinances.

## Cooking and Food Storage

- No cooking is permitted in ArtEgg spaces. Tenants are responsible for their own clean-up.
- Do not store food in your leased space. Small beverage refrigerators are authorized for beverage storage. New Orleans is subject to routine power outages, and food that might spoil or attract pests cannot be stored here.

## No Living in Leased Spaces

- The space you lease is for commercial use only and living in your space is strictly prohibited.

## Weapons

- Weapons are not permitted on ArtEgg property.

## Roof Access

- There is no access to the roof by tenants at any time.

## Compliance with Local, State, and Federal Laws and Regulations

- Tenants and guests are required to comply with all Local, State, and Federal laws and regulations. This includes federally mandated CDC requirements and City of New Orleans health-related mandates.

**Thank You!**

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## Tenant Emergency Contact Form

A form is required for each Tenant and Employee with regular access to the ArtEgg Building. Tenants are responsible for submitting changes and keeping information up to date as necessary. Please contact us with any questions.

Unit Number \_\_\_\_\_

Business or Entity Name \_\_\_\_\_

Individual's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Vehicle Make \_\_\_\_\_

Vehicle Model \_\_\_\_\_

Vehicle License Plate \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Emergency Contact Phone Number \_\_\_\_\_

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