

Attachment B

Facility Use Guidelines

The Thurber Studio is property of the Town of Blooming Grove ("The Town"). In 2027 it will become property of the City of Madison ("The City") and the following guidelines may change.

Main Building (not including bathroom)

- Town staff will notify the artist in advance of entering the building, unless there is an emergency in which case Town staff have the authority to immediately enter the building.
- It is the artist's responsibility to properly clean and otherwise maintain the building.

Bathroom

- The artist always has access to the bathroom. The Town's Public Works staff also has access to the bathroom from the outside - but will only access it with the artist's knowledge and permission when the artist is in the building. Those who rent the park from the Town will have access to the bathroom only when the park is rented (see below).
- The artist is responsible for cleaning the bathroom weekly. The Town is responsible for cleaning the bathroom within two business days after the park is rented. The Town will provide cleaning supplies and paper supplies for the bathroom, regardless of who cleans it.

Park Rentals

- As a matter of policy, the Town will only rent the park on weekends or holidays.
- The Town will email the appropriate City representative, and call the artist, no less than five days prior to the date the park is rented.
- If someone wishes to rent the park inside of five days, the Town will immediately notify the artist, and the artist may or may not allow the park to be rented at his/her discretion.
- Renters of the park receive a key to the bathroom within a week of when the park is rented. A deposit is required, and not returned to the renter until the key is returned to the Town.

Artist's Use of the Park

- Should the artist wish to use the park for an event, they must notify the Town no less than two weeks prior. The Town shall allow the artist to use the park unless the park is already reserved. There is no charge to the artist for using the park.

Snow and ice removal

- The Town is responsible for plowing and de-icing the parking lot.
- The sidewalk alongside the building which leads to the shelter is not maintained in the winter.
- The artist is responsible for snow/ice removal from the front stoop. The Town will provide a shovel and salt.

Parking

- The artist shall have 24x7x365 access to one space in the parking lot.
- Other spaces in the parking lot are restricted to "Authorized" users (per signage), which includes visitors of the artist, and people actively using park. Others may be ticketed by the Town.

Trash/recycling pickup

- The Town provides a trash bin and recycling bin, which must be stored inside the building.
- The artist is responsible for putting the bins out front for pickup on Mondays before 8:00am. The Town will provide a pickup schedule. The bins must be brought back inside the building by 5:00pm on Mondays.

Phone/Internet

- The City or artist is responsible for any and all infrastructure for telecommunications.

Operational concerns

- The artist will immediately contact the Town with any concerns, such as with heating, air conditioning, smoke detectors, vandalism, etc.

Posting box

- There is an exterior posting box on the building. One half will be reserved for use by the City and artist, the other half will be used by the Town. Both the Town and artist will have a key to the box.