**Orientation Details**

**Doors**

\* One key per set (no emergency exit). Test each key in business owner’s possession.

\* You may lock yourself in when installing/deinstalling, don't lock the public inside.

\* There are no door stoppers to keep the doors opened, but you are welcome to bring some!

\* When leaving, always test door by tugging to make sure that it's locked.

**Windows & Signage**

\* Building Management and Chashama’s vinyl signage may not be removed or covered.

\* Artists’ signage should be installed cleanly and include open hours.

\* Please confirm signage and placement plans with Chashama before installing.

**Walls, Ceiling & Floor**

\* Install: 3/8" holes maximum for nails, screws, etc. Larger holes will incur a fine from the security deposit.

\* Any build out of walls must be approved, in advance, by the Operations team.

\* Use ONLY command strips or other low-adhesive material on cinder block wall

\* If there are pre-existing holes, materials may be hung from these holes only.

\* Materials may be hung between walls or from ceiling, but not from any pipes or ducts.

\* Whenever painting: tape off non-painted elements and use the tarp to protect floors.

**Bathroom/Water Access**

\* Not a public restroom; can grant public use at own discretion.

\* Chashama does not provide cleaning services during run of exhibition.

**Lighting/Audio**

\* \_\_\_\_\_[indicate location of switches]

\* After the work is installed, leave lights on during exhibit 24/7.

\* Sound may not be audible 10' beyond open door, nor can subwoofers be used at any time.

**HVAC & Thermostat**

\* A space heater has been provided for cold days.

**Garbage Procedures**

\* ALL FOOD AND WET TRASH SHOULD BE TAKEN OUT OF THE PREMISES AND THROWN AWAY IN PUBLIC TRASH CANS EACH DAY

\* Non-perishable garbage and recyclables may be bagged and stored in the closet, then disposed of in public cans.

**Scheduling Garbage Pick-up - $25 hauling fee, plus $6 per bag will apply**

For further information, contact programs@chashama.org. Must be scheduled three week days in advance of pickup.

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| --- | --- | --- | --- | --- | --- | --- |
| **Leave Lights on 24/7?**  **Signage? \*\*Do not remove Chashama or realtor signage** | **Deposit Received?** | **Doors? Keys? Automatic Lock?** | **Trash?** | **Wifi?**  **Door Codes?** | **Turnover Kit?** | **Bathroom Policy?** |
|  |  |  |  |  |  |  |