

EXHIBIT C
CITY'S GUIDELINES FOR ARTIST STUDIO SPACE AT CUBBERLEY
July 1, 2009

ANNUAL REVIEW:

Artist's studio leases are renewed annually. In accordance with the terms and conditions of the lease agreement, continuance of the lease requires an annual evaluation of each artist. The evaluation, conducted by City staff, considers the artist's productivity as well as plans for the next year. If the artist demonstrates productivity he/she will be offered a lease extension for the next 12 months. An artist may renew every year for up to six years. After a six year term the artist can reapply for space along with all new applicants.

The evaluation requires that each artist submit a written statement that includes the following information:

An overview of the work accomplished during the year and work plans for the coming year.

The artist's experience with the studio space that he/she is currently occupying including any specific facility needs.

Public outreach/community service efforts.

Any changes in artist's status regarding studio qualifications.

The written statement should be sent to Director, Division of Arts and Culture with a copy to the City's Real Property Division Analyst.

ARTIST'S RESPONSIBILITIES:

Studio space must be used on a regular basis and must be the sole studio space used by the artist.

The artist must use the Studio for producing and displaying artwork, and for no other use without the city's prior written consent. Prior written consent is obtained through a written statement sent to Director, Division of Arts and Culture with a copy to the City's Real Property Division Analyst stating the purpose or activity for the studio that varies from the producing and displaying of the artist's work. The artist cannot use the Studio for any other purpose or engage in, or permit, any other business activity within or from the Studio.

Cubberley studio space cannot be utilized for storage purposes.

The artist must participate collaboratively in public outreach programs. Each artist is also encouraged to participate in outreach programs as an individual.

Artists must make a donation to the City of Palo Alto Public Art Collection of at least one work of art for each, one to six-year term of studio occupancy. These donations are subject to approval of the Public Art Commission.

LEAVE PROVISION: Whenever an artist will be on leave for over one month, the City must be notified in writing and in advance of the expected leave. Rental payments are then made as required in the Lease Agreement.

Under two months: An artist may be away from the studio for up to two months without consequence.

Three to six months leave or absence: The artist (tenant) must locate a suitable artist, subject to the City's approval, to occupy the studio space during absence. In most cases leaves of more than six months will not be allowed and the artist will be required to resign their space.