



FUNDAÇÃO ARMANDO ALVARES PENTEADO

GENERAL REGULATIONS FOR FAAP ARTISTIC RESIDENCY – LUTETIA BUILDING

1. The Lutetia Building is for the temporary housing of resident artists from overseas or outside São Paulo State.
2. Artists must stay for a minimum of 2 (two) months and may stay for a maximum of 6 (six) months.
3. FAAP will select artists twice a year according to the timetable below:

Enrollment Period	FAAP Confirmation	Residency Begins in:
January	The Following April	The Following August
July	The Following October	The Following February

4. When enrolling, Brazilian residents must pay a 75 (seventy-five) real (R) fee; residents from overseas must pay a fee of USD 50.00 (fifty US dollars).
5. The enrollment fee is non-refundable.
6. Project presentation must include:
 - *curriculum vitae* and artist portfolio;
 - enrollment application;
 - letter of recommendation;
 - project proposal including: objective, description, material and personnel requirements, timetable, and all other relevant and appropriate information that will aid in understanding the project;
 - artist proposal for interaction with FAAP and the community (e.g. workshops, classes, seminars, exhibits, visits, partnerships);
 - Time period that artist wishes to stay at the Lutetia Building (in keeping with item #2 of these regulations);
 - if applicable, statement of intent to be accompanied by assistant – with appropriate justification;
 - if applicable, statement intent to be accompanied by spouse or companion, together with document(s) confirming marital status or stable union.
7. Material sent for project enrollment will not be returned.
8. Project approval implies acceptance by the resident of the following terms:
 - Purchase of health insurance, with hospital and medical coverage, valid in Brazil for entire period of stay – including travel to and from São Paulo;
 - Authorization for institutional use of likeness of artist and his or her project and/or work by FAAP in all media;



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- Furnishing by artist to the FAAP Library of relevant work-related documentary material (e.g. catalogues, publications).
9. Should the artist need assistants after arriving, he or she should preferably select them from among FAAP program students.
 10. Artist assistants who are essential to the development of the project may stay in the same studio as the artist, free of charge (see item 12).
 11. Spouses or companions with whom the artist shares a stable union may stay at the same studio following a payment of USD 200.00 (two-hundred US dollars) or its equivalent per month – payable upon arrival.
 12. Since no more than two people may stay at the studios, the artist may only be accompanied by one person.
 13. There are no telephones or computers in the studios. The common area has a payphone (uses pre-paid phone card) and wi-fi internet access.
 14. The group studio (multi-use area) on the 8th floor is designed for a number of purposes; its use as a storage area – even on a temporary basis – is prohibited.
 15. The group studio is equipped with benches for individual projects. The benches must remain free of equipment and materials whenever the artist is not working there. FAAP is not responsible for any equipment left on or around the benches.
 16. Visits to the group studio, especially by program and School students as well as by other FAAP-authorized individuals, is allowed.
 17. Lutetia Building housekeeping staff will clean the studios once a week following a schedule established by FAAP and posted in each area.
 18. The Lutetia Building has token-operated laundry facilities for use by residents. Tokens are available from building staff.
 19. Arrival and departure must always occur on a business day and at a time agreed upon with the relevant FAAP Artistic Residence representative.
 20. Upon arriving, the artist will sign a studio material and furniture checklist following an inspection with an administrator present; at that time, a meeting with residency coordinators will be scheduled.
 21. Upon arrival, artists must make a security deposit of R1,000.00 (one-thousand reais) for residents of Brazil and USD 500.00 (five-hundred US dollars) for overseas residents. There will be a studio departure inspection; the value of any deterioration, absence, or irregularity (beyond reasonable use) not accounted for in



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the arrival checklist will be deducted from the security deposit. The artist will also be charged for any damage above and beyond the value of the security deposit.

21.1. If overseas remittances are required, all transaction-related charges will be deducted from the deposit.

22. The program does not accept credit or debit card payments.

23. The artist is responsible for the behavior of assistants, spouses, or partners – as well as for that of any other invited guest or person for whom the artist authorizes entry, as logged in the building's reception desk.

24. Children or pets are not allowed.

25. The artist may not house any people in his or her studio without prior authorization.

26. Any change in the appearance of the studio or studio furniture is prohibited.

27. Residents stay in the studios in the capacity of occupants and are not authorized to remain therein beyond the agreed-upon time period; they are also subject to lodging provisions of the Brazilian Civil Code.

28. Lutetia Building insurance does not cover luggage, personal items, or works by the artist.

29. Electricity at the studios is 17,000 W/127v/220v. To avoid accidents, changing the power installations or exceeding the above voltage is prohibited.

30. Artists must occupy the studio during most of their stay. Prior authorization is required for necessary absences. Said absences may not exceed one month – consecutively or in total.

31. Should an early departure be necessary, the artist must notify the FAAP Artistic Residency coordinators two weeks in advance in order not to forfeit the security deposit.

32. A FAAP representative can visit the studios at any time to confirm their correct use.

33. Violation by residents of these regulations or of laws, as well as any behavior that disturbs the general peace, is subject to punitive measures to be determined by FAAP; these include but are not limited to expulsion and restitution for any damages caused. The residency coordinator will determine penalties and/or expulsion, if necessary. In the case of expulsion, the relevant party must vacate the premises on the day that the decision is reached.



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34. The request by the artist for admission into the FAAP Artistic Residency program at the Lutetia Building takes effect upon signature of these regulations. By signing, the artist agrees to accept the above conditions and relinquish the studio – free of people, personal and professional items – on the agreed-upon date.

35. Matters and circumstances not covered by these regulations will be resolved by the residency coordinators, or in accordance to applicable law(s).

_____, _____ 200__.

Artist	
Residential Address	
Guest/Companion	
Studio Number	
Arrival Date	
Departure Date	
Signature	