

# MASEREEL

## HOUSE RULES

### ARRIVAL

Residents are requested to check in at MASEREEL no later than 14:00 on the first day of their residency period. The introduction week follows a fixed and full programme; by checking in on time, you will not miss any important moments.

If you anticipate that you will not be able to arrive on time on the first day (for example due to a late flight), we strongly recommend travelling to Kasterlee one day earlier and staying overnight at a nearby hotel. Affordable options in the area include Hotel Kempenrust (Kasterlee) and Hotel Corbie (Geel).

Late check-in on the first day is unfortunately not possible. If you are unable to arrive before 17:00, we ask you to arrange overnight accommodation at one of the above-mentioned hotels. We will then be happy to welcome you at MASEREEL the following morning.

Upon arrival, you will receive:

- a key card, granting access to the garden gate, your mini-apartment, the shared kitchen, the communal living areas and the bicycle storage;
- two bicycle keys (one for each lock) for your personal bicycle.

With your key card, you also have access to the workshops from Monday to Saturday between 08:00 and 20:00. Each resident is provided with a bicycle; we kindly ask you to always secure it to a fixed object when parking it. Communication at MASEREEL takes place in Dutch and English. Residents are expected to have a sufficient command of English in order to communicate smoothly with staff members and fellow residents.

### IMPORTANT

During the residency, residents and their guests are required to comply with MASEREEL's house rules and workshop regulations, as well as with any additional agreements made during the residency. The entire site, infrastructure and all property of MASEREEL must be treated with care and respect. For safety reasons, residents are asked to inform the MASEREEL team in advance when guests stay overnight in the accommodation. The number of beds per mini-apartment determines the maximum number of people who can stay there.

Pets are not allowed anywhere on the MASEREEL premises, including the artist pavilion, workshops, offices and garden.

Smoking is strictly prohibited in all buildings.

The possession or use of illegal drugs, as well as excessive alcohol consumption, is prohibited on the entire MASEREEL site. Violation of this rule may result in the immediate termination of the residency. In case of loss or theft of a key card, a replacement fee of €40 will be charged. Replacement of a bicycle key costs €20 per key. Lost or stolen bicycles must be reported to the local police station in Kasterlee.

### RECYCLING

Residents are asked to sort waste correctly for recycling. Paper and cardboard, glass, PMD (plastic and cans) and residual waste must each be placed in the designated containers, located next to the parking area/bicycle storage.



Since 1972, each resident donates, in consultation with the residency coordinator, a minimum of one and a maximum of three representative works to MASEREEL at the end of the residency period. These works reflect the research and artistic development of the resident during their stay.

The selected works become part of the MASEREEL collection, which has grown into a valuable archive of contemporary printed matter. The collection is used for temporary presentations, exhibitions and research purposes. When donating works, residents are asked to include a technical information sheet.

By donating the works, the artist grants MASEREEL the right to reproduce the works for non-commercial communication and publication purposes. MASEREEL commits to informing artists when images of their work are used or when the work is presented in an exhibition.

### **FINANCIALLY**

The cost of a 6-week MASEREEL residency is €2,500.

This fee includes:

- accommodation in an individual, fully equipped mini-apartment with private bathroom (including a basic set of bed linen and towels);
- access to the professionally equipped workshops;
- guidance and technical support from the studio coordinators;
- introductory demos, visiting tutors and the public programme;
- use of basic materials such as standard inks and proofing paper;
- access to the shared kitchen, living space, washing and drying machines and garden;
- wifi in all buildings.

Most mini-apartments are located on the first and second floors and are accessible only by stairs. One mini-apartment on the ground floor is designed according to the principles of Integral Accessibility. Family members (partner and/or children) or acquaintances are welcome at no additional cost. Please mention this in advance in your application.

#### **Invoicing and payment**

After selection, you will receive an official confirmation letter. Approximately one month later, you will receive a first invoice for a 30% advance payment, issued by the Flemish Government, payable within 30 days.

The remaining 70% will be invoiced via a second invoice and must be paid by the due date stated on the invoice, and no later than four months before the start of the residency.

#### **Expenses during the residency**

Expenses incurred during the residency (such as paper purchases, use of digital equipment, additional cleaning, etc.) must be settled at the MASEREEL office on the last Thursday of your residency.

#### **Cancellation**

If you need to cancel your residency due to exceptional or unforeseen circumstances, please inform us as soon as possible and no later than five months before the start date.

- Cancellation more than five months before the start: full refund of paid amounts.
- Cancellation less than five months before the start: partial refund, up to a maximum of 70% of the total amount.

- Cancellation less than two months before the start: no refund, except in cases of medical reasons or force majeure, upon submission of appropriate documentation.

Cancellation results in the loss of your place in the residency programme. If you wish to participate at a later date, you must reapply via a future Open Call.

### **LIABILITY / INSURANCE**

MASEREEL and the Flemish Government are not responsible for supervising vehicles parked on the premises and cannot be held liable for damage, theft or accidents involving these vehicles.

MASEREEL and the Flemish Government are also not liable for:

- damage, theft or loss of personal belongings, including artworks belonging to residents;
- damage resulting from the use of materials and products provided by MASEREEL;
- damage to artworks that are left unattended in the workshop, on drying racks or elsewhere on the premises.

MASEREEL holds a third-party liability insurance, which covers only damage for which MASEREEL or its staff can be held legally liable.

In addition, resident artists and their family members are insured for bodily injury occurring on the MASEREEL premises. This insurance applies only on site and not beyond. Accidents occurring outside the MASEREEL grounds - for example while cycling - are not covered and remain the responsibility of the individual concerned.

Any injury or damage that residents, guest artists or visitors cause to themselves, and which is not covered by the above-mentioned insurance policies, remains their own responsibility.

### **DEPARTURE**

Arrangements regarding your departure (or an early departure) must be made at least one day in advance with the MASEREEL office.

The last Thursday of your residency is the final day on which work in the workshop is permitted. The day before your scheduled departure is the last opportunity to print; all printing must be completed by 12:00. On the day of departure, no work may take place in the workshop.

On the day of departure, we ask you to:

- vacate and clean your mini-apartment by 10:00;
- leave the shared kitchen and living space clean and free by 10:00;
- leave your personal workspace in the workshop tidy and clean by 12:00.

You may choose to clean yourself or opt for professional cleaning (fee: €75). If the mini-apartment, shared spaces or workspace are not left clean, a fee of €75 will be charged automatically. If necessary, you may leave your luggage at the office of the residency or studio coordinators until 17:00 on the day of departure.

If you wish to use a courier service to ship works or materials, all required forms and payments must be arranged before your departure.