



Welcome to  
Art Gym Denver!  
We are excited  
to have you join  
our community  
of creatives.

**Here is a quick overview  
of what your membership  
is all about.**

**2024**

## MEMBER INFO

FIRST:		LAST		
START DATE:		ART AREA		
LOCKER #:	CART #	FLAT FILE #	SHELF #	PIN #

## COSTS

**MEMBERSHIP LEVEL:** \_\_\_\_\_ @ \$ \_\_\_\_\_ /mo

**EXTRA ELEMENTS:**

Rolling Cart @ \$ \_\_\_\_\_ /mo

Flat File @ \$ \_\_\_\_\_ /mo

Storage Shelf @ \$ \_\_\_\_\_ /mo

Other: \_\_\_\_\_ \$ \_\_\_\_\_ /mo

**TOTAL** \$ \_\_\_\_\_ /mo

I understand that my dues of \$ \_\_\_\_\_ will be automatically drafted from my credit card or checking account monthly, beginning \_\_\_\_\_, and will continue until I terminate this Agreement in writing by submitting a notice to the Art Gym Membership staff.

**INITIAL** \_\_\_\_\_

**PAYMENT AUTHORIZATION:** I authorize Art Gym to process recurring payments, including monthly dues, storage fees and any past due amounts. Payment shall be made via Afinipay.

**INITIAL** \_\_\_\_\_

### PREPAID OPTIONS FOR FULL ACCESS MEMBERSHIP:

6 Months = \_\_\_\_\_% discount \$ \_\_\_\_\_

1 Year = \_\_\_\_\_% discount \$ \_\_\_\_\_

**PREPAID PAYMENT AUTHORIZATION:** I understand that a one-time payment of \$ \_\_\_\_\_ will be drafted from my credit card or checking account. After the prepaid period has expired, membership automatically converts to a month-to month membership at current monthly rates unless a new prepaid period is paid prior to the expiration date. I understand that month to month membership will continue until I terminate this Agreement in writing by submitting a notice to the Art Gym Membership staff.

**INITIAL** \_\_\_\_\_

**TO TERMINATE** this membership agreement, submit written notice requesting termination to the address listed below or email to [membership@artgymdenver.com](mailto:membership@artgymdenver.com). Once we have received and confirmed your request, membership will terminate within 3-5 business days.

**YOU, THE MEMBER, MAY VOID THIS AGREEMENT** within three business days of its signing by submitting a signed written notice to Art Gym Denver specifying the election to cancel. Such written notice must be sent by certified

**INITIAL** \_\_\_\_\_

**NOTICE TO MEMBER:** Do not sign this agreement until you have read it entirely. By signing below you acknowledge that you have read, understand and agree to be bound by all of its terms:

DATE:	MEMBER PRINTED NAME:	MEMBER SIGNATURE:
DATE:	ART GYM EMPLOYEE RECEIPT PRINTED NAME:	ART GYM EMPLOYEE RECEIPT SIGNATURE:

mail to Art Gym Denver or emailed to [membership@artgymdenver.com](mailto:membership@artgymdenver.com).

**AUTO PAY CANCELLATION NOTICE** must be submitted in writing to Art Gym Membership staff.

**IN THE EVENT OF EARLY CANCELLATION** of a prepaid account, refund of prepaid dues is calculated without application of discounts which were voided by the pre-term cancellation.

### WEBSITE/MEDIA RELEASE:

I  grant  deny Art Gym permission to use my image and images of my artwork for use in Art Gym publications and website; including videos, email, recruiting brochures, newsletters, and other press and to use my image in electronic versions of the same publications or on the Art Gym website or other electronic forms of media.

### WAIVER OF LIABILITY

**HEALTH ASSESSMENT.** I acknowledge that I **have an obligation to judge the state of my physical health** without relying on the assessment of others at Art Gym and to not enter Art Gym if I have reason to doubt my health or its impact upon other persons. I agree that if Art Gym managers or owners determine that I exhibit reasonable indicators of ill health or incapacity, I will remove myself from Art Gym until I no longer exhibit those indications. *Some reasonable indicators of ill health or incapacity: impaired movement, loss of smell or taste, chills, shortness of breath, abnormal coughing or body temperature.*

I take all risk of exposure to illness while on the AGD site whether effectively distanced from others or not and regardless of other individuals' vaccination status.

**RISK OF USE.** I acknowledge that I **am responsible for understanding the risks of using the facility including harm posed by actions or ill health of other users, contractors, employees or owners.** It is my responsibility to stay apprised of safety and health cautions verbalized or posted at Art Gym and (for Art Gym Members) on the Art Gym web site.

I acknowledge that Art Gym is a potentially hazardous environment due to the tools, materials and chemicals used to make art which may pose current or future risks to my health and safety. I indemnify Art Gym from any and all damages caused by exposure to hazardous materials/environments and agree to follow all posted hazardous materials guidelines for safety gear, use, storage and disposal.

**HOLD HARMLESS.** I acknowledge that by entering Art Gym, I do so at my own risk of illness, injury or other harm and **will not hold employees or owners liable for such except in the case of gross negligence.** This Waiver Of Liability shall be governed exclusively by the laws of Colorado and any lawsuit or legal proceeding relating to this Waiver of Liability shall be exclusively brought and litigated in the Denver County Court and/or the District Court of the state of Colorado.

**INITIAL** \_\_\_\_\_

# quick start

## MEMBER HOURS

Mon-Thurs: 9am-8pm; Fri: 9am-6pm  
Sat-Sun: 12-8pm

*All cleanup and transfer of materials and equipment must be completed by the end of your booking.*

## WiFi

For the WiFi password please ask Member Services staff at the front desk.

## COMMUNICATING WITH YOU

### SUBSCRIBER NEWSLETTER

By joining Art Gym you are automatically subscribed to our monthly newsletter. Our newsletter includes all things related to Art Gym – events, gallery openings, Member announcements, programs, etc. and is emailed to over 2,000+ Art Gym subscribers! Share your stories with us. Reach out to our Membership and Programming Administrator to have your art related news added to our subscriber newsletter.

**YOUR ART GYM** is an email from our Membership staff sent to Members only which contains important information to reiterate or communicate to our Members—event reminders, programming dates and details, and announcements.

**FYI** are emails sent as friendly reminders or changes to policies, access to Art Gym, closures, or anything else that is timely.

## your membership benefits

### FULL ACCESS

- Full access to Art Gym (*up to 276 hours/month*)
- Month-to-month membership, no annual fee or contract
- Community equipment and workspaces
- ARTIST page on the Art Gym website
- Free personal locker (*rolling storage cart and flat file rental available for a fee*)
- Option to check-out books from the Member's Resource Library
- Community wall space for displaying artwork (*see details on page 6*)
- Online shop for Members' products
- Opportunity to participate in exhibitions in the Art Gym galleries (*see details on page 6*)
- Member-to-Member mentor program
- Free coffee!
- 15% discount at Art Gym Café

- Free WiFi
- Member's Lounge
- Prepayment discounts
- Meeting rooms/quiet workspaces
- Opportunity to teach courses through Art Gym workspaces
- Complimentary Member swag
- Referral and loyalty program

### WEEKEND ACCESS

- Access to Art Gym (*up to 80 hours/month*)
- Members can access Art Gym Saturday | Sunday and for four hours one evening Monday - Thursday or Friday afternoon each week.

Benefits are the same as Full Access but do **NOT** include:

- Prepayment discounts
- Complimentary Member swag

# the golden rule

## MAKE ART. RESPECT OTHERS. BE SAFE.

### rules

*We all have the same goal here at Art Gym; To provide a space for artists to make art. There are some things we can all do to make this experience better for ourselves and our fellow Members:*

#### 1. RESPECT BOUNDARIES

Both on the physical and emotional level, you should be mindful of other people's space. For example, make sure that you're allowing enough room for other people in shared workspaces, especially when you have multiple items with you. If you see someone wearing headphones, immersed in their work or in the middle of operating equipment, don't distract them for any reason. Wait until they are at a stopping point. Staff will also be mindful to not interrupt Members.

#### 2. KEEP NON-CREATIVE NOISES DOWN

If you need to make a phone call, please go to an area where there are no other Members in earshot. The gallery, café, quiet meeting rooms or outside are appropriate areas. Use headphones to play music instead of using speakers. Everyone understands that some level of background noise is acceptable in shared spaces, however, be reasonable about the amount of noise you create.

#### 3. CLEAN UP AFTER YOURSELF

You know how the saying goes: "Cleanliness is next to godliness." This maxim is particularly crucial in shared workspaces, where multiple people share one area.

Because our Members come and go throughout the day, keep your workstation clean and tidy. No one likes dealing with a mess left behind by a previous Member, so make sure to clean up your area when done working and make sure equipment is ready for the next user. If you arrive at a messy workspace, please let Member Services know so that we can address the issue.

This also applies to non-workspaces. Remember to keep the Member kitchenette clean. Please return dishes to their home, i.e. café dishes back to the café, wash and dry dishes you've used from the kitchenette, or take your dishes home with you. Additionally, please be mindful of how long you have had food in the fridge or cupboards and dispose appropriately.

#### **4. COMMUNICATION**

Communication is key. We all need to communicate with one another and work together. If you are spread out in the workspace and another Member is needing the space or equipment, talk to the Member to find out what their needs are. Making room for them will go a long way and will be appreciated. Everyone works a little differently and it is important to keep this in mind.

If there is equipment that is not working or there are other issues you notice in the workspace, please notify Member Services. Please do not attempt to fix equipment in any situation. Inform Member Services and they will notify the appropriate staff member to fix the issue.

#### **5. CONFLICT RESOLUTION**

If you find yourself in a situation with a fellow Member where conflict has arisen, please politely ask the Member to discuss with you and try and resolve it amongst yourselves. If you are not successful in working out the issue, please do not escalate further and ask Member Services for assistance.

#### **6. COLLABORATE AND SHARE KNOWLEDGE**

We encourage our Members to collaborate on projects and share knowledge. This is a great benefit of working in a shared workspace. However, not all Members are here for that reason and that's OK too.

#### **7. FIRST COME, FIRST SERVED BOOKING SYSTEM**

Members reserve workspace and equipment, free of charge, on a first come, first served basis to ensure that the workspace and equipment is available to you when you show up..

#### **8. CANCELLATION POLICY**

If you do not arrive within 30 minutes of your reservation, without notifying us, you will be charged \$3 per hour for print/metal, and \$1.50 per hour for everything else. Please email [membership@artgymdenver.com](mailto:membership@artgymdenver.com) or call 303.320.8347 if you wish to cancel your reservation.

#### **9. SUPPLIES**

Almost all art supplies are the responsibility of the Member. However, there are community supplies in

our Resource Library located on the mezzanine. If you forgot something or need something you did not anticipate, please feel free to use any of the supplies in the Resource Library. Additionally, there are various equipment that can be used in the Resource Library. Please return to the Resource Library when finished using. Also, feel free to donate usable supplies/materials or equipment to our library. If you are unsure if a specific art material is allowed at Art Gym, please ask us.

#### **10. SAFETY IS IMPORTANT**

Members must follow all posted HAZMAT protocols (if you're unsure, ask us, we'd be happy to fill you in). Be aware of others in the space while working and use all necessary safety equipment to protect yourself and others.

To ensure your safety, Members must be certified to use most equipment including certain power tools in the Mixed Media workspace. If you need more information about certification, talk to our Membership & Programming Administrator.

#### **11. NEED A LITTLE PEACE AND QUIET?**

We have earplugs available, or feel free to bring your own.

#### **12. MOST IMPORTANTLY**

**Have fun, be safe and create!**

## policies & procedures

- **No one under 18** is allowed in the Member's workspaces.
- **Visitors to Art Gym** are permitted (including students of Members renting classrooms or other areas) and must be 18 years or older. All visitors must be accompanied by a Member and sign a release of liability form at the front desk. Members assume all responsibility for their visitors. Members can give their visitor a tour of the space and show them what they are working on. Please keep visits to one hour. Visitors are permitted within the workspace, but NOT permitted to bring their own work, create art or hang out unattended. If you need more time with your visitor, the café or gallery area or Members Lounge are available. The meeting rooms are bookable by the hour to reserve for you and a visitor.
- **Members are not to fix or attempt to repair** any Art Gym equipment. Please notify staff if something is broken or needs replacement. Please also notify staff if there is a material/consumable that Art Gym provides that needs replenished.
- **Art Gym tools and equipment are not** to be taken offsite.

*Be mindful that Art Gym is an open floor plan community space. Your actions impact the environment and those around you, so please be considerate of others as you are working. Members who do not act with a community mindset will not be able to continue membership.*

## storage

Art Gym storage options are available to rent on a month-to-month basis. No personal storage carts.

Storage of art is for **in-progress pieces only**.

Equipment that does not fit within your locker or an Art Gym cart is not allowed.

**Paused Members are given a one-month grace period for storage.** After one-month, all items from Art Gym rental storage must be cleared out.

## equipment use

Before members begin working at Art Gym they will be onboarded in their workspace area so they are familiar with the workspace equipment and rules.

Please use proper ventilation when using spray cart, spray fixative, paint or any materials that require ventilation. Our Mixed Media workspace is the best area for these types of materials.

**You must be pre-qualified or signed off by a staff member to use any Art Gym power tool equipment.**

**Sanding Policy**—for small sanding jobs, it is OK to sand in the Mixed Media workspace. For power sanding projects (or if producing a lot of dust), please do so out in the courtyard right outside the Mixed Media workspace.

## the how to-s

### WEBSITE LOGIN

Use your user email and password that you received when you onboarded to access your member page on the Art Gym website to make reservations, change account settings, or to get more information about the Member-to-Member program, Art Services, Art Gym policies, etc.

The MEMBER LOGIN page is located on the Art Gym home page ([www.artgymdenver.com](http://www.artgymdenver.com)) in the upper right-hand corner.

Once logged in, the system will take you to the BOOKING WORKSPACE page, or what we call our “HOME” page for Members.

### BOOKING INFORMATION

1. All Members are required to reserve a workspace via the BOOK WORKSPACE page. Members cannot reserve a workspace more than 7 days out.
2. Art Gym reserves the right to limit the time a Member is reserving in fairness to all Members.
3. Members can book a workspace online or book over the phone based on availability.
4. Members will be required to complete their clean up by the end of their booking.
5. If you do not arrive within 30 minutes of your reservation, without notifying us, you will be charged \$3/hour for print/metal, and \$1.50/hour for everything else. Please email [membership@artgymdenver.com](mailto:membership@artgymdenver.com) or call 303.320.8347 if you wish to cancel your reservation.

### ART SERVICES

Interested in making a one-off project but don't know how? Or maybe you need digital graphics assistance? Art Services is a great resource for our Members to achieve projects and tasks they may not be as familiar with.

Services include showing you how to use Art Services equipment yourself, designing your business card, postcards, etc., digitally print and bind your projects, take photographs of your artwork, prep your silkscreen screens, grind your litho stones, provide Adobe training or help you with your website. Place your Art Services requests by emailing Lesley at [lesley@artgymdenver.com](mailto:lesley@artgymdenver.com) or Vickie at [vickies@artgymdenver.com](mailto:vickies@artgymdenver.com).

## additional perks & benefits

### MEMBER LOYALTY PROGRAM

After a full year of membership (without pausing) you will receive one free month of membership.

### MEMBER REFERRAL PROGRAM

For any Member you refer to Art Gym, we will give you one free month of membership. Just let our Membership staff know the name of the Member you referred.

### RESOURCE LIBRARY

As a Member benefit, you have an option to check-out or reference any of the books from our Resource Library (located on the mezzanine level). Checking out a book? Simply fill out your name, title of book and date on the handwritten sheet located on the side of one of the bookshelves. **Please check the book back in to the return bin for a 72 hour hold** before it is re-shelved. Don't forget to fill out the date you returned the book on the handwritten sheet.



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## **DONATE ART SUPPLIES**

Needing art materials, or forgot something? Check out our donated art supply section (located next to the Resource Library on the mezzanine level)! Feel free to use any of the donated supplies while working here. You are welcome to contribute any unwanted or gently used materials to the art supply section.

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## **EXHIBITIONS**

Members have the opportunity to exhibit in the Art Gym Gallery, Members Leyden Jar Gallery or the designated community wallspace determined by the Gallery Curator. Members are eligible to one exhibition per year and must be an active Member for at least three consecutive months.

If you are interested in more information about how to exhibit with Art Gym, please contact our Gallery Curator.

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## **ONLINE SHOP**

Art Gym's Online Shop is another benefit of being a Member and is an excellent way to expand your artist brand and reach. Members can upload as many images of their work as they like and sell them at any price point. Art Gym will host the Members' products on the shop at no additional cost and will handle any sales that come in. If any work is sold as a result of being on the shop, 90% will go to the artist.

Selling your artwork online through our shop is a great way to supplement income as an artist, and also allows Members to view, purchase, and support other available works by current Members.

If you are interested in having your work in our Online Shop, please get in touch with our Gallery Curator.

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## **GRAB-N-GO**

Members receive 15% off all grab-n-go items in the café from our Member Services staff and free French press coffee in the members kitchen.

# additional programming

Workshops, events and lectures

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## **MEMBERS HAPPY HOUR**

Is held on the fourth Wednesday of every month from 4-6pm. Members are encouraged to bring a guest and a beverage or food item to share! Every month we host a different theme and suggested theme ideas are welcomed. Reminder emails are sent out each month before the happy hour.

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## **ART CRITIQUES**

We host a monthly art critique that is free and open to the public. Every critique has a guest facilitator to moderate the group, ensure that each person gets a critique, monitor the time - all while keeping it positive! Light refreshments provided.

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## **FIGURE DRAWING SESSIONS**

On the second Thursday of every month from 6-8pm a \$5 figure drawing session is held which is open to both Members and non-members. No pre-registration is required but space is limited! Please feel free to bring a beverage or food item to share with the group.

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## **MONTHLY GALLERY CRAWL/FIELD TRIPS**

Each month Members and non-members are invited to join Art Gym's Membership team on a field trip. Information about this monthly event will be announced in our *Subscriber Newsletter*.

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## **EVENTS, GALLERY OPENINGS, ARTIST TALKS**

We encourage all Members to not only attend our events, but to work on their art during the event. It is a great opportunity to promote your work, meet new people and talk about your process! Bring your business cards and feel free to sell your artwork as well. Art Gym does not take a commission for any artwork sold by a Member that is not part of the exhibitions or galleries.

## education

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## **MEMBER-TO-MEMBER MENTOR PROGRAM**

Art Gym's Member-to-Member program allows Members to connect with other Members to learn a specific technique(s) or pick up some "tips and tricks" in a specific medium. Art Gym will help facilitate connecting mentors with mentees.

Speak to our membership staff if you're interested in the mentor program and we can connect you.

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## **MEMBERS TEACHING OPPORTUNITIES**

At the Full Access membership level, you can propose to teach workshops out of Art Gym. The revenue rate is a minimal percentage to Art Gym. Only a limited number of workshops will be accepted each year based on availability and quantity of educational programs scheduled within each discipline.

If you are interested in proposing a workshop, contact our Membership & Programming Administrator for more information.

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## **WORKSHOPS**

Workshops at Art Gym are designed to give Members the opportunity to explore new avenues within their artistic practice. Members can use our space to teach their own workshops as well, email our Membership staff

to learn more. Art Gym also partners with like-minded organizations and guest teachers to offer continuing education opportunities to both Members and outside artists. Visit our workshop page on Art Gym's website to view current offerings or to register.

**CREATE NOW! SERIES**

The Create Now! Series is a program that teaches Members how to use equipment that's new to them or to brush up on an old skill.

Members must be certified to use the equipment in our metalsmithing, lapidary, or printmaking workspaces so we've brought the certification training to you. Instructors will teach you how to safely use equipment that's new to you. You will earn your certificate to use the equipment, and receive a 50% discount on your first month's membership.



# Art Gym Staff

## MEMBERSHIP/PROGRAMMING ADMINISTRATOR

*Questions or concerns about your membership*

**River Smith**

[river@artgymdenver.com](mailto:river@artgymdenver.com)

## PROGRAMS MANAGER

*Questions about our programs, gallery or your art practice*

**Brandy Coons**

[brandy@artgymdenver.com](mailto:brandy@artgymdenver.com)

## MARKETING/COMMUNICATIONS

*Share your art related news with*

**Brandy Coons**

[brandy@artgymdenver.com](mailto:brandy@artgymdenver.com)

**River Smith**

[river@artgymdenver.com](mailto:river@artgymdenver.com)

## FRONT DESK

*General questions or concerns*

**Member Services**

[info@artgymdenver.com](mailto:info@artgymdenver.com)

303-320-8347

## PRINT DIRECTOR

*Questions or concerns about our printmaking workspace*

**Gregory Santos**

[gregory@artgymdenver.com](mailto:gregory@artgymdenver.com)

## DIGITAL ART SERVICES

*Questions or concerns about our digital equipment*

**Lesley Renner**

[lesley@artgymdenver.com](mailto:lesley@artgymdenver.com)

## DIRECTOR OF OPERATIONS

*General questions or concerns contact*

**Tyler Campbell**

[tyler@artgymdenver.com](mailto:tyler@artgymdenver.com)

## METALSMITH/LAPIDARY ARTIST

**ART SERVICES**

**FOUNDING ARTIST**

*Questions or concerns about our metalsmith/lapidary workspace*

**Vickie Stevinson**

[vickies@artgymdenver.com](mailto:vickies@artgymdenver.com)

## WE ARE HERE TO HELP!

Please speak with Member Services or contact: [membership@artgymdenver.com](mailto:membership@artgymdenver.com)