

# KISSING TREE®

SAN MARCOS ★ TEXAS

## Kissing Tree Art Studio Use Policy

**Purpose:** The Kissing Tree Art Studio provides a creative and welcoming space for residents of all artistic levels. The purpose of this policy is to establish guidelines for the respectful and responsible use of the Art Studio, covering conduct, room etiquette, reservations, compensation, and general usage. The Art Studio is primarily a resource for Kissing Tree residents.

Unless otherwise specified by a chartered club, no individual or group shall have preferential scheduling or access to the Art Studio. All community rules, regulations, and internal policies governing the use of this space are set by the Board of Directors and enforced by Community Life Staff.

**Code of Conduct:** All residents and guests are expected to conduct themselves in a civil and respectful manner. Behavior should align with the standards outlined in the Community Association Civility Pledge (Appendix A). Disruptive or disrespectful conduct will not be tolerated.

**Room Etiquette:** Residents are not permitted to move or handle items that do not belong to them. Any materials or equipment used must be removed and properly stored after each session. Any damage to the Art Studio or its contents must be reported to Community Life Staff immediately. The individual or group responsible for the damage may be held accountable. All artwork displayed in the Art Studio must be properly wired for hanging. Art that depicts extreme violence, sexual abuse, or negative commentary about racial, religious, or ethnic groups will be removed. The Studio may not be used for personal or commercial advertising or political endorsements.

**Materials Restrictions:** No spray paint, airborne materials, or any substances that emit toxic fumes or strong odors are allowed in the Art Studio. No pets are allowed in the Art Studio, except for licensed service animals. Portable heaters and hot plates are prohibited. All electrical appliances and extension cords must be unplugged before leaving the Studio. The Art Studio is a non-smoking and non-vaping area. To protect the work environment, no food, snacks, or beverages are allowed in the Art Studio.

**Class Approval, Reservations, and Compensation:** All events, classes, or group sessions in the Art Studio must be scheduled through the Engagement Coordinator. Individuals or groups wishing to conduct paid classes in the Art Studio must obtain permission from the Engagement Coordinator. The Coordinator will handle event registration and collect payments on behalf of the instructor. Paid instructors are required to provide a W9 form and sign a Hold Harmless Agreement before receiving payment. Payments will be issued by Kissing Tree Master Community, minus administrative fees.

All payments for classes or events must be processed through Kissing Tree's online registration system. The administrative fee collected helps offset the operational costs of the Art Studio and supports its ongoing supply needs. Money exchanged for the sole purpose of reimbursing non-paid instructors for art supplies is not considered material income for Kissing Tree. Such transactions are not subject to the online registration system.

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**Clean-Up:** Groups using the Art Studio are responsible for cleaning up their workspace, removing all materials and supplies, and leaving the room in good condition for the next user. The utility sink is designated for cleaning water-based art supplies (e.g., brushes, tools, rags). Oil-based paints, thinners, and chemicals must be disposed of off-site. All hazardous materials, such as oil-based paints, solvents, and chemicals, must be properly disposed of outside the Art Studio. Turpentine or other chemicals must never be poured down the drain.

**Storage:** Studio cabinet and drawer space will be assigned by the Engagement Coordinator for group and club use. Each group is responsible for maintaining cleanliness and organization within their designated storage areas. All storage containers must be clearly labeled with their contents for safety and organization.

**Guest Policy:** Each resident may bring up to six (6) guests per day. Guests must be registered via the Gate Sentry App prior to arrival. Kissing Tree security will verify guest registration upon arrival. Residents must ensure that all approved guests are registered through the Gate Sentry App. Guests whose names are not on the list will not be permitted to enter Kissing Tree.

**Guest Check-In and Conduct:** All first-time guests to Kissing Tree must check in at Independence Hall and sign a waiver and indemnification agreement. Residents are responsible for the conduct of their guests. Any guest whose behavior is disruptive or in violation of Kissing Tree's rules may be asked to leave, at the discretion of the Managing Agent. Residents may be held accountable for their guests' actions.

X

*Chris Mastin* 11/18/24

Chris Mastin

Date

Board President

X

*Laurie Meneley* 11/18/24

Laurie Meneley

Date

Board Secretary

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### **Appendix A.**

#### **Community Association Civility Pledge**

“A commitment to fostering a climate of open discussion and debate, mutual respect, and tolerance between all who live in, work in, and visit our community.

1. We expect each individual, whether a resident, guest, board or committee member, community association manager, staff member, business partner, or contractor, to be accountable for his or her own actions and words.

2. We believe all interactions in the community should be civil despite any differences of opinion on a particular issue. We believe in finding common ground and engaging in civil discussion about community issues important to each of us.

3. We vow to respect all points of view and will strive to provide a reasonable opportunity for all to express their views openly—without attacks and antagonization. We agree to keep our discussions focused on the business issues at hand, as well as on the ideas and desired outcomes.

4. We urge all residents to be engaged and informed. Get to know your neighbors, your board members, and your community manager. Attend meetings, join a committee, or serve on the board. Understand the community’s rules, regulations, and covenants, and the value they add. Ask questions, share your opinions, and vote.

5. We also encourage all residents to review Community Associations Institute’s (CAI) Rights and Responsibilities for Better Communities. The principles laid out in the document can serve as important guideposts for all those involved in our community: residents, guests, board and committee members, community association managers, staff members, business partners, and contractors. Read more at [www.caionline.org/RightsandResponsibilities](http://www.caionline.org/RightsandResponsibilities).

6. We believe these commitments to civility, as well as engaged and informed residents, are a vital part of our shared goal of being a vibrant, thriving community.”

*\*These commitments are guiding principles. They are not governing documents or legally enforceable and do not give rise to penalties if they are not followed.* The Community Association Civility Pledge originates from the College of Community Association Lawyers (CCAL) and the Community Association Institute (CAI).

