

## **SERLACHIUS RESIDENCY GUIDELINES AND RULES**

Applicants to the residency must familiarize themselves with the residency's rules and guidelines.

By submitting an application, the applicant acknowledges having read the residency's rules and guidelines and commits to adhering to them if granted a residency spot.

### **Data storage**

The Serlachius Residency team handles applications confidentially: no information provided by the applicant will be shared with external parties. Work plans of selected residents are archived permanently. Unsuccessful applications are retained until the end of the applied residency period.

Decisions by the residency team are final. The team does not justify its decisions, and no appeals are allowed. The residency team may also invite individuals outside the application process. Invited individuals must commit to following the same rules as those selected through the application process.

### **Residency agreement**

Upon receiving a positive decision, the residency applicant is allocated a workspace at The Studios and accommodation at the Einola residency apartment or another location chosen by the residency team. The residency reservation is confirmed through a written agreement.

### **Schedule and cancellation procedures**

Residents must provide their exact arrival date no later than one month before the residency period begins. Any changes before or during the residency must be communicated promptly. If a residency spot needs to be canceled, cancellation is requested at least three months in advance. Cancellations made less than a month before the residency period incur a €100 fee.

A medical certificate exempts the resident from this fee. Canceled spots are offered to waitlisted or other suitable individuals.

If a resident fails to arrive without prior notice, they forfeit their residency spot within 24 hours.

### **Requirements for residents**

The applicant or team leader and members must be of legal age according to their home country's laws, with no upper age limit. The applicant must have sufficient proficiency in Finnish or English for daily communication and work situations.

There are no restrictions on team size or composition. However, applicants must consider the limitations of living and working spaces during the application phase. Residency stays are temporary, so a permanent address must be maintained. Note that Serlachius Residency's living and working spaces are also open to artists traveling with their families.

Applicants must be private individuals. Galleries, institutions, organizations, or associations cannot apply on behalf of an applicant. However, a private individual may represent such entities during their residency. Residents are not authorized to make agreements on behalf of

the residency with third parties.

Residents and all working individuals in the residency should familiarize themselves with, for example, Finnish copyright laws and consider them in their work.

Residents work independently during their residency. Serlachius Residency holds no rights to works or results produced during the residency unless otherwise agreed. Serlachius Residency cannot store works before or after an event or exhibition. The event organizer is responsible for transporting or recycling works after the exhibition.

### **Insurance**

Applicants must ensure that all necessary insurance and travel documents are up to date. Serlachius Residency commits to providing residents with the required statements and certificates for insurance and travel documents upon request.

### **Costs and final report**

No rent is charged for the residency apartment or workspace. Instead, residents are required to submit a written report (at least one A4 page, approximately 1800–1900 characters) about their stay and work in Mänttä. The report may include images or videos. It must be submitted to Serlachius Residency no later than one month after the residency period ends. If the report is not submitted on time, a retroactive usage fee of €300/month per adult resident will be charged.

Serlachius Residency reserves the right to use the report without compensation for its own activities, marketing, and research. The author of the report must always be credited. The final report is permanently archived alongside the work plan.

If you work on an exhibition, publication, or thesis during the residency, we request that Serlachius Residency's support be acknowledged, for example, in press releases or acknowledgments. We recommend using the residency logo in such instances.

Residents are responsible for all other expenses, such as travel, materials, and living costs. No fees are charged for companions listed on the application form or pre-arranged overnight guests. Otherwise, they are responsible for their own expenses.

Serlachius Residency commits to providing residents with the necessary statements and certificates for funding applications upon request.

### **General house rules**

Residents must take good care of the spaces and maintain general cleanliness. Spaces must be returned in the same condition as they were received—intact and clean. The residency apartment and workspaces are inspected after the residency period. If a resident neglects cleaning or maintenance responsibilities, the residency reserves the right to charge the resident for cleaning costs. Any claims for damages to the property or work equipment must be submitted within two weeks of the residency period's end.

Residents are expected to act environmentally responsibly by following recycling and energy-saving guidelines and recommendations.

Residents are liable for damages resulting from their gross negligence.

Residents are encouraged to inform the residency staff if they leave for an overnight trip during the residency period. Residents are expected to be reachable by phone or email on weekdays during museum opening hours (8 AM–4 PM) at least once a day.

Residents must report any inappropriate or rule-breaking behavior by another resident or their guests.

### **Visitor policies**

Residents are allowed to have visitors. However, longer visits must be reported to the residency contact person. The residency's guidelines and rules also apply to visitors, and the resident is responsible for ensuring visitors are aware of them. This also applies to individuals the resident may employ for their project.

Residents must immediately report any damage to objects or spaces caused by themselves or their visitors.

### **Accommodation and workspace rules**

Residents receive a key to their assigned bedroom at Einola and their assigned workspace at the Studios. The key is personally acknowledged upon arrival and must be returned with a signature upon departure. A lost key incurs a €60 fee.

At Einola, residents can live, work, and function normally. Noise or behavior disturbing other residents is prohibited. Quiet hours at Einola are from 11 PM to 6 AM. Einola has a shared kitchen, sauna, laundry room, and toilet facilities. Residents are collectively responsible for these spaces. Cleaning of living spaces is the responsibility of the residents. Each resident is responsible for their own room in addition to common areas.

Working at Studio is allowed 24/7. However, overnight stays are prohibited. Multiple people work at Studio simultaneously. Residents must specify their workspace needs in the residency application, and suitable spaces will be allocated. Everyone working or visiting at Studio must respect the working peace of other residents and workspace users. Studio is primarily reserved for residents' work and project realization but also serves as a base for the residency and its associated community.

Smoking is not allowed indoors. Smokers must clean outdoor ashtrays during their residency and before departure.

### **Exhibitions and events**

Residents may organize an exhibition or event in the Residency Gallery if desired. An exhibition or event does not replace the final report but may be part of it. Organizing exhibitions and events is voluntary and self-directed. No rent is charged for the exhibition space. The resident is responsible for installing and dismantling the exhibition, as well as organizing the event.

The Residency Coordinator assists with arrangements and communication and oversees the exhibition at the pre-agreed time, acting as a liaison between the resident and Serlachius or Mänttä Art Week staff if needed. The gallery space must be returned to its original condition after the exhibition or event.

Serlachius Residency does not participate in the sale of works but may provide artist information to potential buyers.

During the residency, various events may be organized in the gallery by Serlachius, Mänttä Art Week, or other Residency partners.

### **Collaboration and interaction**

Residents are encouraged to be open to interaction. Serlachius Residency organizes monthly Friday coffee gatherings, where residents are encouraged to briefly introduce themselves and discuss their work. Local culture enthusiasts are invited to these gatherings. For seminars, exhibitions, public events, or similar situations where residents are expected to present their work, arrangements are made in advance.

Projects utilizing Serlachius collections or archives are planned well in advance with the museum staff. Material requests must be submitted at least two months before the residency begins.

Serlachius Residency is open to ideas and suggestions from residents for developing the residency and Mänttä.

### **Additional Information**

The Serlachius Residency team strives to ensure that the information on the residency website is accurate and up to date, but content may change periodically. These guidelines and rules may also be updated as needed.

Serlachius Residency is not responsible for material linked to third-party websites or any resulting damage to other servers or their users.

Serlachius Residency is not liable for damages or losses caused by the resident's work to the resident, the residency, or third parties. Serlachius Residency reserves the right to make changes or cancellations in force majeure cases. All changes are communicated to residents immediately.

### **Environmental Responsibility**

*The environmental and sustainability efforts of the Serlachius Museums are guided by the international environmental standard ISO 14001. Environmental responsibility is a matter close to our hearts.*