



55 West Railroad Avenue
 Building 4 West, 1st Floor
 Garnerville, NY 10923_

SOCIETY OF THE ARTS

Mission

The Society of The Arts is a vocational/educational based program that focuses on utilizing collaborative efforts in order to teach individuals how to turn creativity into a revenue

Operations

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours of Operation	9am-6pm	9am-6pm	9am-6pm	9am-6pm	9am-6pm	9am-6pm	9am-6pm
Quiet Hours	As per community calendar	As per community calendar	As per community calendar	As per community calendar	As per community calendar	As per community calendar	As per community calendar

COMMUNITY CALENDAR

This digital calendar will be available to respected **members** via email and posted to the crew app periodically. A full schedule of social, creative, educational and networking events which will include opportunities to showcase your product, service or creative talent.

CONTACT US

S.O.T.A E-Mail	societyofheartsent@gmail.com
S.O.T.A HQ Phone	(845) 947-2080
S.O.T.A DIRECTOR	(929) 340-6183
S.O.T.A SOCIAL MEDIA	@SOCIETYOFHEARTS SOCIETYOFHEARTS.ORG www.facebook.com/societyofhearts

Fair trade agreement (N/A if this does not apply to you)

As previously agreed, the Receiving party _____ will trade her project management services In order to become an official S.O.T.A member. Receiving party is also the sole receiver of all digital management SOTA packages. There is an initial one time processing fee of \$25 which will be voided according to this agreement. Description of project management varies from project to project. Our first oficial project is to acclimate each member into our program. Completion of the questionnaire, a clear plan or syllabus and addition to monday.com. The constant variable in the project management is overseeing the usage of shared work space through the calendar. A minimum of 12 hours per week is required for in house work. Access to SOTA credentials and the google drive will allow the receiving party to upload documents and complete administrational tasks. Collection of names and emails for marketing purposes only

NOTE:ALL MEMBERSHIP AGREEMENTS ARE OR ACT DIRECTLY AS AN ANNUAL CONTRACTS

EACH MEMBER IS RESPONSIBLE FOR KEEPING TRACK OF PERSONAL HOURS. UTILIZE YOUR ACCESS TO THE CALENDAR, BE DILIGENT AND COMPLETE YOUR WORK WITH EACH SITE VISIT.

- EACH TIER OF MEMBERSHIP IN THIS CATEGORY HAS A PER HOUR RATE. IF YOU WISH TO ADD MORE HOURS TO YOUR MEMBERSHIP YOU HAVE 3 OPTIONS

1: CAN PAY THE PER HOUR DIFFERENCE, AFTER YOUR SET HOURS ARE DEPLETED.

EX.(QUESTION) I HAVE UTILISED ALL OF MY HOURS AS A BASIC MEMBER AND THE MONTH HAS TWO WEEKS LEFT. I NEED MORE STUDIO TIME. WHAT DO I DO?

(ANSWER) YOUR BASIC MEMBERSHIP COVERS A RATE OF 8\$ PER HOUR. AFTER YOUR 24 HOURS HAVE BEEN EXHAUSTED YOU CAN PAY 8\$ PER HOUR OF ADDITIONAL STUDIO USAGE.

2: YOU CAN PARTICIPATE OR VOLUNTEER IN ACTIVITIES THAT WILL BRING VALUE TO THE SPACE

EX: PAINTING WALLS, VARIOUS HOUSEKEEPING TASKS, REORGANIZING INVENTORY, COMPLETING SOTA WORK LIST ACTIVITIES.

3: REFER A NEW MEMBER AND OR CLIENT.

- REFER A NEW MEMBER AND OUR *REFERRAL POINTS SYSTEM* WILL GRANT YOU AN ADDITIONAL 3 HOURS PER REFERRAL PER MONTHLY CYCLE. **POINTS EXPIRE AT THE END OF EVERY MONTH UNLESS YOU ARE GRANTED SPECIAL PERMISSION.*

***IN ORDER TO GAIN THE REFERRAL HOURS THE PROSPECTIVE MEMBER BEING REFERRED MUST JOIN THE S.O.T.A COLLABORATIVE AS A MONTHLY MEMBER; OR BE A NON-MEMBER CLIENT USING THE SPACE FOR PRODUCTION AT THE NON-MEMBER RATE.**

MEMBERSHIP AMENITIES

- 2800 sq. ft coworking /creative space
- Meeting Room
- High speed internet
- Creative Space
- Portable Stage
- SOTA boutique

S.O.T.A RESOURCES

- Videography
- Photography
- Web Design
- Graphic Design
- Brand Development
- Project Management
- Business Administration
- Production Management

PROGRAMS AND ACTIVITIES

Programs and activities will be announced each month via the community calendar.

- How-To Workshops for new, small business
- Art workshops (children & adults)
- Social Media Workshops
- Networking Events
- Game Night
- Open Mic
- Film Viewing
- Write and sip
- Yoga
- Various Instrument training
- Self help groups
- Community projects
- Power (photo) shoots

The lists will continue to grow as we welcome new members and talent to our community.

MEMBER SCHEDULES

Members' weekly schedule must be submitted to the S.O.T.A calendar every Sunday unless you have spoken to the director about special scheduling. This will ensure everyone has their allotted time here with privacy and noise regulation according to the members work type.

Business meetings must be added to the community calendar in house or online at least 32 hours in advance to assure the availability of the space. No business will be done on Sunday's after 5, or during Private Hours. Please send an email in advance to societyoftheartsent@gmail.com.

PROJECT MANAGEMENT

A drafted proposal is required prior to booking the space for all manner of production, small or large. We ask that all proposals be submitted at least 15 days in advance and will require a deposit depending on your level of membership.

Any photo/video related booking put on the SOTA calendar will require a pre-production treatment, listing all the pertinent logistical information. Please include:

- Cast List
- Crew Roster
- List of materials being brought on premises
- Request for equipment you'll need from SOTA Inventory

This covers us all on several fronts including liability and occupancy regulations that we are required to adhere to for safety reasons.

Thank you for helping us keep everyone safe!

**All deposits are non-refundable*

Work-stay program

HOW IT WORKS

The Society of the Arts Work Stay Program provides a fair trade agreement for each accepted applicant. This plan will include specific in-house projects, bookings and hands-on experiences scheduled over the duration of each agreement. SOTA offers membership perks as a trade off for these in house projects. All hours logged working with SOTA or any of our clientele during pre and post production will be logged. Project work will be developed on a case by case basis to count towards fair trade agreement. Our system ensures that each W/S affiliate can and will add exponential value to our shared work space.

DETAILS

The SOTA headquarters is an ever growing business. Our rustic warehouse space houses an all white room ideal for displaying art, hosting events, workshops and whatever creative aspect you can imagine. With all of this ongoing production jobs are created daily. This same room serves as an empty canvas so that our members can have free creative range for display. Our black room is more intimate and can be set up as a workstation space for any type of meeting or session. We also house a salon room or prep room which includes a full hair washing station, Great lighting and various grooming tools. While we are on the subject of tools, SOTA has invested into a wide range of tools and resources ideal for completing all types of projects. Our HQ is evolving everyday, from technological advances to physical repairs. Artists from several states have found a temporary home within our walls. The idea is to have mutually beneficial relationships with creatives. The first step is to make an offer. Find out exactly how much time you need in our space to work on your project and what resources you will need in order to make it all come to life. The second and last step is to choose from our membership packages or partake in completing worklist tasks. Being that SOTA is a growing business our work is never done.

RULES AND RESPECT

Each member of SOTA is expected to clean up after using the space. Do not leave your equipment or supplies laying around HQ. This is for your safety as well as the courtesy of others and the respect of the space.

- All non-permanent electrical items must be unplugged at the end of business each day.
- Shut off lights, heat and all electrical components when you leave a room, lights left on create higher bills. Repeated offenses will result in a fine of \$25.
- The refrigerator is available for DAILY use only. Anything left over by the end of the business day will be discarded.
- The microwave is available for use by all members. Please clean up after yourself with the provided supplies.
- Anyone who repeatedly leaves messes laying around will be fined \$25.

SMOKING POLICY

- The use of tobacco products is permitted ONLY in designated **outdoor** areas
- Please notice and acknowledge signage and dispose of your cigarettes properly

GUEST POLICY

- **ALL** guests will be required to donate \$10 for a BUDDY PASS
- Members who are accompanied by a guest will be expected to obtain this pass on behalf of their guest(s). EACH GUEST MUST SIGN IN buddy passes can be purchased on the guest services page of our website.
- ALL third party brands invited on premises are NOT permitted to use SOTA equipment, to request permission please complete proper forms (waiver, media release etc..)
- Every level of membership allows different access, if your membership allows a plus one please fill out a liability waiver and emergency contact form for your plus one.

Member chart

NOTE: ALL MEMBERSHIP AGREEMENTS ACT DIRECTLY AS AN ANNUAL CONTRACTS EACH MEMBER IS RESPONSIBLE FOR KEEPING TRACK OF PERSONAL HOURS. UTILIZE YOUR ACCESS TO THE CALENDAR, BE DILIGENT AND COMPLETE YOUR WORK WITH EACH SITE VISIT.

CITIZENSHIP/RESIDENCY MEMBERSHIP (monthly)	INTERN/APPRENTICESHIP \$0	BASIC \$200	PREMIUM \$400	PRESTIGE \$600
INCLUDED STUDIO TIME	2hrs studio time Per 8hrs Internwork	32hr	48hr	72hr
STORAGE	x	LOCKER	✓	✓
EQUIPMENT/PROPS	BASIC	✓	✓	✓
DISCOUNTED BOOKING RATE	x	✓	✓	✓
KEY HOLDER	x	✓	✓	✓

NOTE RESIDENT ARTISTS ALSO RECEIVE THE PERKS OF PRECEDING TIERS OF MEMBERSHIP WITH EXCEPTIONS. THE RESPONSIBILITY LEVEL HIGHTINS AT THIS POINT OF MEMBERSHIP!

CONSTITUENT (\$10/Month)	COMMERCE (\$30/Month)	COMRADE (\$50/Month)	COMMUNITY (\$75/Month)	CONTENT/MEDIA IA (\$150/Month)
Complimentary tickets to attend SOTA events	Web management/updates	Access to SOTA HQ during set community hours only	Gain access to SOTA calendar for usage of shared work space	Usage of SOTA HQ access to shared calendar
Discounts on various member services	Personalized booking page to generate passive income	One on one brand social gathering/event (no commission)	Access to SOTA interns to aid you with your vision	Access to sign out props and upper level media equipment (must be trained to handle)
Special one day pass to SOTA community hours	Promote on brand content through our social media platform	Discounts on usage of space to host events and take clients	Curate two complementary on brand events per year	Access to SOTA pc. 4k editing computer Tons of software

Exclusive access to private pages on our website	Create google business page, gain traffic/brand awareness	Sign out basic level SOTA resources to utilize in the field	Provide service to clients out of our shared workspace	One on brand event per year
		Discounts on SOTA merchandise	50% off SOTA vending events	50% off SOTA vending events
		Become apart of our prestigious affiliate page	Void visiting member fee for employee or aid on projects	Void visiting member fee for employee or aid on projects
			Become apart of our prestigious affiliate page	Become apart of our prestigious affiliate page

***NOTE THIS IS A SHARED WORKSPACE, PERSONAL BELONGINGS SHOULD BE STORED OR TAKEN HOME DAILY. ONLY AT THE RESIDENCY LEVEL DO YOU GAIN STORAGE AND EVEN AT THAT LEVEL NOTHING SHOULD BE LEFT OUT PERMANENTLY. THE STUDIO IS EVER CHANGING, SET UP AND BREAK DOWN AS YOU COME. DO NOT TRY AND USE YOUR MEMBERSHIP FOR A 3RD PARTY PROJECT, IT IS EXCLUSIVE TO YOUR PERSON.**

- **EACH TIER OF MEMBERSHIP IN THIS CATEGORY HAS A PER HOUR RATE. IF YOU WISH TO ADD MORE HOURS TO YOUR MEMBERSHIP YOU HAVE 3 OPTIONS**

1: CAN PAY THE PER HOUR DIFFERENCE, AFTER YOUR SET HOURS ARE DEPLETED.

EX.(QUESTION) I HAVE UTILISED ALL OF MY HOURS AS A BASIC MEMBER AND THE MONTH HAS TWO WEEKS LEFT. I NEED MORE STUDIO TIME. WHAT DO I DO?

(ANSWER) YOUR BASIC MEMBERSHIP COVERS A RATE OF 8\$ PER HOUR. AFTER YOUR 24 HOURS HAVE BEEN EXHAUSTED YOU CAN PAY 8\$ PER HOUR OF ADDITIONAL STUDIO USAGE.

2: YOU CAN PARTICIPATE OR VOLUNTEER IN ACTIVITIES THAT WILL BRING VALUE TO THE SPACE

EX: PAINTING WALLS, VARIOUS HOUSEKEEPING TASKS, REORGANIZING INVENTORY, COMPLETING SOTA WORK LIST ACTIVITIES.

3: REFER A NEW MEMBER AND OR CLIENT.

- **REFER A NEW MEMBER AND OUR REFERRAL POINTS SYSTEM WILL GRANT YOU AN ADDITIONAL 3 HOURS PER REFERRAL PER MONTHLY CYCLE. **POINTS EXPIRE AT THE END OF EVERY MONTH UNLESS YOU ARE GRANTED SPECIAL PERMISSION.***

***IN ORDER TO GAIN THE REFERRAL HOURS THE PROSPECTIVE MEMBER BEING REFERRED MUST JOIN THE S.O.T.A COLLABORATIVE AS A MONTHLY MEMBER; OR BE A NON-MEMBER CLIENT USING THE SPACE FOR PRODUCTION AT THE NON-MEMBER RATE. SOTA HQ PRODUCTION RATES**

(NON-MEMBER INFO)

\$75/HOUR USAGE OF WHITE ROOM FOR PRODUCTION WITH SMALL GROUP
\$150/HOUR USAGE VENUE FOR FOR PRODUCTION WITH LARGE GROUPS

*Members receive a 20% discounted rate for usage of space & production that is outside of the chosen tier of membership.

A small group is allowed to gather with a level of membership that allows small group functionality: such as a workshop or service. Any gathering of 5 or more people is considered to be an event in which non members will be required to purchase a buddy pass. Remember there are tires of membership that allow you two free events for the year.

WHAT LEVEL OF MEMBERSHIP IS IDEAL FOR YOU?

MEMBERSHIP	CHECK BOX
CONSTITUENT <i>(\$10/Month)</i>	
COMMERCE <i>(\$30/Month)</i>	
COMRADE <i>(\$50/Month)</i>	
COMMUNITY <i>(\$75/Month)</i>	
CITIZENSHIP/RESIDENCY <i>(\$200/Month)</i>	
INTERN/APPRENTICESHIP <i>(\$0/Month)</i>	

REMEMBER EVERY LEVEL OF MEMBERSHIP CAN BE CUSTOMIZED TO INCLUDE MORE TIME AND PERKS, CHOOSE A BASIC MEMBERSHIP TO GET STARTED

TERMS

This agreement serves as an annual contract. All SOTA contracts are subject to Quarterly

review; During this review membership can be terminated free of charge, on the contrary if membership is terminated before the contract expires, a termination fee is required. Upon signing this contract you are an official member of the SOTA team.

VENDING

Should an established member of SOTA have a product or service available to the public this membership will allow for that member a discounted rate for vending during SOTA events and boutique hours. Vending fees may vary on a case by case basis. Outside vendors are encouraged!

*Refer a vendor for ***referral points***.

NOTE:ALL MEMBERSHIP AGREEMENTS ARE OR ACT DIRECTLY AS AN ANNUAL CONTRACT
EACH MEMBER IS RESPONSIBLE FOR KEEPING TRACK OF PERSONAL HOURS. UTILIZE YOUR MEMBER LOGIN SHEET BE DILIGENT AND SIGN IT AT THE END OF EACH MONTH.

MEDIA RELEASE

All individuals entering HQ may be filmed or photographed during their visit to SOTA HQ. Any media will only be released for in-house promotional purposes.

An annual release form needs to be completed and is included in this member welcome packet.

PERSONAL LIABILITY

Upon entering SOTA HQ each individual should acknowledge that S.O.T.A is not responsible for any accidents or injuries that occur during your visit. Each member is personally responsible for governing themselves and upkeep of personal property lost stolen or damaged property will not fall on the liability of SOTA . Please complete the liability waiver attached in this packet.

TERMINATION/SUSPENSION

We are a collective here at SOTA, termination of membership or temporary suspension will be decided by a group of peers or the SOTA board. It is up to us to maintain a safe work environment and positive attitudes. Grounds for suspension and termination vary and will be treated accordingly.

NONDISCLOSURE

Definition of Confidential Information. For purposes of this Agreement, "Confidential Information" shall include all information, physical material and intellectual property that has or could have commercial value or other utility in the business in which the Disclosing Party is engaged. All information discussed verbally or in written form is considered confidential Information. This includes all digital content, marketing materials and photo/videos shot on premises under the media release posted. The Society Of The Arts is a growing thriving business and wishes to protect all of its intellectual property. Members share a responsibility to keep our physical space and our intellectual property safe. We ask that you do not recreate documents or re-conceptualize original ideas without permission. We will also protect the value of your work by not allowing the general public or other members to reproduce original ideas without a verbal or written agreement.

I agree to the terms set forth in this agreement for 2020-2021 Membership to The Society of the Arts.

INITIAL _____

EMERGENCY CONTACTS

NAME: _____

PHONE NUMBER: _____

EMAIL: _____

SPECIAL REQUIREMENTS/ALLERGIES/CONDITIONS: _____

WORKSHOPS

All SOTA members are required to execute general workshops open to the community in hopes to add value to the space and educate the general public.

SIGNATURES

I _____ agree to the terms set forth in this agreement for 2020-2021 Membership to The Society of the Arts.

Society Of The Arts member signature

Society of the Arts representative

Society of the Arts representative signature

FOR OFFICE USE ONLY PLEASE DO NOT WRITE BELOW THIS LINE

DEPARTMENT ASSIGNMENT	
DEPOSIT AMOUNT	
REMAINING BALANCE	
MEMBERSHIP EXPIRATION	
VALUE OF BARTER	

