



Atlantic Center for the Arts
1414 Art Center Avenue
New Smyrna, Beach, FL 32168
Office Phone, 386.427.6975

RESIDENCY ORIENTATION GUIDE:

Welcome to ACA! The information contained inside is meant to prepare you prior to your arrival and serve as a guide during your stay at ACA. ACA offers dedicated individuals a supportive environment in which to further their creative development. To get the most out of your time here, some basic structure is helpful and necessary. Please read the following few pages and keep what you've read in mind while you are here, it will make your residency successful and harmonious for all.

The following are policies and general guidelines that will create a positive environment for all residents. If something is unclear, please let us know.

Mission Statement:

Atlantic Center for the Arts is a nonprofit interdisciplinary artists' community and arts education facility dedicated to promoting artistic excellence by providing talented midcareer artists an opportunity to work and collaborate with some of the world's most distinguished contemporary artists in the fields of music composition, and the visual, literary, and performing arts. Community interaction is coordinated through on-site and outreach presentations, workshops and exhibitions

About ACA Residency Program:

ACA's residency is unique in that it is a mentoring program that couples prominent Master Artists with selected Associate Artists for a 3-week residency. Since residencies are process based, and not product-driven, time can be spent on previously existing projects, on new experiments, or on collaborations. In some cases, the Master Artist may define goals / projects for the residency. Please review the Master Artist's Residency Statement to ensure you know and understand what to expect during the residency. The residency is also unique in that it focuses on creating conversations and the sharing of ideas between the disciplines, which can include visual artists, writers, dancers, and musicians as well as many other types of art. ACA believes that the spirit and challenges of being an artist are shared by all disciplines and that we can learn much from coming together, sharing our work and ideas, with opportunities to collaborate on multidisciplinary projects.

Residency Staff:

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nlowden@atlanticcenterforhearts.org

Ivan Riascos, Residency Director | 386-427-6975 X13

iriascos@atlanticcenterforhearts.org

Elizabeth Allen-Cannon, Residency Coordinator | 386-427-6975 X20

eallencannon@atlanticcenterforhearts.org

In Case of Emergency:

386-689-5581 (Cell), All non-life-threatening emergencies (personal, medical, and maintenance), please text. Cell phone signals are weak in the area.

Or call

386-427-6975 (M-F 9am-5pm, Sat 10am-2pm), Main office

911 if Life threatening EMERGENCY (Medical, Fire, or Police)

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PRIOR TO YOUR ARRIVAL TO ACA

Associate Introductions:

All Associates are encouraged to make a brief **(5-minute maximum)** artist introduction. The “introduction” is informal and is intended to provide personal insights such as, here’s “who I am” and “these are my current interests.” This prologue introduces you to the entire group in an effort to open dialogues between all associates and disciplines. The introductions take place in the black box theater which is equipped with WI-FI, video projection and audio and works with most mac and pc computers. Please bring any material you think would be appropriate, this includes a flash drive if you plan to use visuals. Again, the introduction is limited to 5 minutes.

ACA Provides the Following to Associates:

- Comfortable furnishings
- Weekday meals
- Domestic supplies: dishwashing soaps, toilet paper, paper towels, soft tissue
- Weekly ride into New Smyrna Beach for grocery shopping and personal items
- Regular mail delivery and pick up
- WI-FI
- Coin operated laundry facilities

Accommodations:

Associate Artist Housing consists of 28 individual rooms divided into two wings. Each room is equipped with a full-sized bed, work desk, radio alarm clock, small LED flashlight, small refrigerator and private bathroom with shower. One set of bed linens and 2 bath towels are provided.

Housekeeping services are not provided during the residency however, cleaning supplies are available for your needs, should you wish to use them for your studio or private living quarters.

Cooking is not allowed in the housing units. Electric hot plates or microwaves are not allowed.

- No guests are permitted in the housing units.
- No pets are permitted in the housing units. (Please see section regarding Emotional Support Animals)

What to pack:

- We encourage all associates to bring a laptop and any specialized equipment you require or need unlimited access. If you want a list of equipment available in our studios, please send a request.
- Art materials and supplies, tools, special paper, inks, etc.
- Bathing suit and water shoes (in case you decide to visit the beach)
- Umbrella/Light rain jacket
- Comfortable, casual clothing
- Layers, including lightweight long sleeves/pants (the best defense for mosquitos)
- Sunscreen and insect repellent
- Hat
- Sunglasses
- Binoculars (if you enjoy bird watching)
- Personal items (medication, toiletries, etc.) and other specialty items
- Waterproof case or carrier for your cell phone
- Chargers for computer/cell phone
- Stationery and postage stamps

We provide weekly trips into town for supplies.

Supplies & Art Materials:

You can ship materials ahead of time (shipping address is in the GENERAL INFORMATION section, pg.9), transport them with you, or wait until you arrive to assess your needs before ordering online. We do not provide supplies or pay for shipping of artwork. ACA does not provide consumable supplies and will not be able to purchase specialized tools or equipment for a project.

The closest store that carries art supplies is Southern Paint (5 miles away). We provide weekly trips into town for supplies.

Weather:

May to October, is generally hot and humid with scattered afternoon thunderstorms that pass quickly but can be quite intense. November to April, it is generally hot to warm during the day and cooler at night with less frequent rain. However, this can vary. Be aware that if you hear thunder, there is lightning, and you should go inside and unplug electronics.

We recommend downloading one or more of the following apps to monitor weather: NOAA Hi-Def Radar, Weather Underground, or The Weather Channel. Turn on notifications for severe weather/lightning to receive alerts on your cell phone.

Diet Survey:

Prior to the residency, Associate Artists will be emailed a link to an on-line diet survey to be completed. Please know that we understand the importance of a healthy diet and will do what we can to accommodate your dietary restrictions and food allergies. However, in some cases, the specialty foods that you require may be over and above ACA's food service resources. In these instances, we ask that you supplement your diet by purchasing these specialty items (such as organic products, dairy alternatives, gluten free specialty products, etc.). In some instances, you may need to supplement your meals with your own food preparation as well. ACA will provide rides to the grocery, drug store and health food store twice a week, typically Tuesday and Friday.

GENERAL INFORMATION

Mailing:

Mailing packages and drop shipments, please make sure all packages are addressed to you:

Address is: 1414 Art Center Avenue
New Smyrna Beach, FL 32168

Mail is placed on the table at the entrance to the Whatmore Commons around lunch time (Mon-Sat). It is each artist's responsibility to check for mail. There is an outgoing mailbox in the office copy room, we sell stamps.

Shipping:

The options for shipping items at the end of the residency are as follows:

OPTION 1: You can set up a UPS, or FedEx account online, and arrange for a pickup at ACA. You may find empty boxes, packing materials, scales and measuring tape in ACA's administrative office.

OPTION 2: On the last Friday of the residency in the afternoon we will be offering a ride to the UPS Store and/or USPS on State Rd. 44. UPS sells packing material, and for a fee, will pack your items for you

ACA Office Hours

M-F 9AM – 5PM
Sat 10AM – 2PM
Sunday closed

Pabst Visitor Center and Gallery Hours

TU-F 10AM – 4PM,
Sat 10AM – 2PM
Sun-M closed

Internet:

Wireless internet is available in all housing units and in the Leeper Studio Complex. The password is **atlantic.**

Cellphones:

Please be aware that cell phone signal (coverage) can be spotty on ACA property. Some carriers have better connection than others. Other solutions for making calls while on our property:

- Make sure the settings on your phone are set to WI-FI calling
- Use WhatsUp Application by downloading from Apple's App Store or Google Play

TRAVEL AND TRANSPORTATION

Flying to ACA:

Many visitors to ACA prefer to fly to local airports. Daytona Beach International Airport (DAB) is approximately 45 minutes from ACA. Orlando International Airport (MCO) is approximately 90 minutes from ACA. Orlando Sanford International Airport (SFB) is about 60 minutes away. Finding the best deal can often take some effort, as you must balance both airfare and local transportation costs. ACA does not provide shuttle service or other transportation to local airports.

For Google directions on getting from Orlando International to ACA, [please click this link](#) (this route costs up to \$3 in tolls, so have quarters or cash available).

Transportation from Orlando International Airport to ACA:

RENTING A CAR:

If you require transportation from Orlando International Airport, we suggest renting a car for one day (**approx. \$50 plus gas and tolls**). All car rental companies at the Orlando International Airport are located in the airport parking garage.

You generally do not need a rental car during your stay here, as we arrange trips to the grocery store twice a week and to other stores for supplies as needed.

TAXI SERVICE:

Cab/Taxi service from Orlando Airport is \$175-\$220, so we suggest using another service or doing your research beforehand.

OTHER FORMS OF TRANSPORTATION:

Uber or Lyft, prices is an average of \$135-\$160.

Shuttle Service:

GROOME TRANSPORTATION

(<https://groometransportation.com/daytona/>)

GROOME Transportation Daytona - Orlando Airport Shuttle provides regularly scheduled shuttle service from the Orlando International Airport to their **office** in Daytona Beach (1034 N Nova Rd, Daytona Beach, FL 32117) for a flat rate of approximately \$36 each way. The duration of the trip from Orlando International Airport to GROOME's Daytona office is about 1 hour and 30 minutes. GROOME in Daytona Beach has a waiting room where upon your arrival you can call a taxi or Uber to drive you to ACA, an additional travel time of 45 minutes (Please go to their website for scheduling, schedule information, pick up and drop off locations at Orlando International Airport). You are allowed 2 regular size luggage and one carryon bag. If you have additional luggage, they will charge you \$25 per suitcase.

B' ON TIME CONCIERGE (Schedule rides of NSB)

(<https://bontimeconcierge.com>)

B' ON TIME offers door to door rides to and from all Central Florida airports. They specialize in schedule-in-advance transportation and have a flat fee because you are scheduling a van. You will need to plan and agree on a pickup time and location if several of you are arriving from different airlines. The fee can be split among the group. Please note prices are subject to change, one way, and the starting rates listed are for pickups between 5 AM – 10 PM any day of the week.

Orlando International Airport (MCO) \$150
Sanford-Orlando International Airport (SFB) \$75
Daytona International Airport (DAB) \$55

For more information or to get a quote or schedule a ride please go to: <https://bontimeconcierge.com>, just enter Atlantic Center for the Arts as your destination, no need to enter the address.

Transportation from Daytona Beach International Airport to ACA:

TAXI SERVICE:

Cab/Taxi service from the Daytona Beach Airport to ACA is probably the most reasonable way to travel here. The approximate fare should be \$25-\$40 one way for the 14-mile trip. Make sure you have ACA's address on hand. [Please click this link](#) for a visual understanding how to arrive at ACA (Not all taxi drivers know where we are). Call ahead for a quote to get a lower fare.

OTHER FORMS OF TRANSPORTATION:

Uber or Lyft. Average price \$25-\$40.

Driving to ACA:

From I-95, North of New Smyrna Beach (Daytona Beach, Jacksonville, etc.)

[Click this link to see current Google directions](#)

From I-95, South of New Smyrna Beach (Miami, etc.)

[Click this link to see current Google directions](#)

From I-4, West of New Smyrna (Orlando, Winter Park, etc.)

[Click this link to see current Google directions](#)

Upon Your Arrival at ACA:

Associate Artists cannot access the rooms until after 2 PM first day of residency and should plan accordingly. No food will be provided until the Welcome Supper, so please make sure to have lunch before arriving or pack a snack. There is no one to check you in when you arrive. We recommended you have the ACA site map and your room assignment when you arrive on our property. Upon arrival, please go to your assigned housing unit, the door will be unlocked, and the key will be on your desk or hanging near the front door. Associate Artists will not have access to the studios until after the orientation.

If you are arriving after business hours, you will need the 4-digit code to open the electric gate at the entrance, which is provided to you prior to your arrival.

Departure:

You should plan to depart on the morning of the last Saturday of the residency. Please refer to your invitation letter for the exact date. Staff request that you vacate studios and private living spaces no later than 12:00 noon.

Please note, when departing ACA to any of the airports, to give yourself enough time for the drive, check in of car rental (5-10 min.), check-in at airline (10-20 min, and security (45 min. - 1 hour). For example, if you are departing from Orlando International Airport (MCO) we suggest that you depart ACA 3 hours prior to your flight departure time.

HEALTH AND SAFETY

Sun & Insect Protection:

The Florida sun is HOT, and skin can burn on cloudy or cool days. Be sure to use “reef safe” sunscreen lotion. Please be aware that if you are taking certain medications it may cause a photoallergic reaction on skin.

Bugs are a part of living in Florida. No-see-ums (tiny gnat-like insects) can be particularly annoying because they're too small to see and reactions to bites may appear long after they occur. Some people will have an itchy or painful reaction like a mosquito bite. If you are susceptible to insect bites, cover up and use insect repellent. Prevention is the best remedy. Long pants and sleeves are the best deterrent. ACA giftshop sells repellent that does not contain DEET, though DEET is most effective. Essential oils such as lemongrass, eucalyptus, lavender, and cinnamon work for some people. Please keep all doors closed to prevent insects from getting into rooms and studios.

There are several beehives on the property as a part of our sustainability initiatives. Stings are rare, but if you are allergic to bees, **please inform us and bring an EpiPen.**

Discrimination & a safe(r) place:

It is our hope that you feel safe – in every sense – during your time at the residency. However, we know that everyone has varying degrees of comfort coming to the state of Florida and staying in a community with a mostly white/nondisabled/heterosexual/cisgender demographic. While the general attitude is passive, past resident artists have reported incidents of discrimination, both on and off ACA property. We take these matters extremely seriously and have a documented plan for dealing with incidents of discrimination. Please contact us at any time prior to or during the residency if you have questions or concerns. **Discrimination that occurs during the residency – on or off the property – is our problem to address, not your burden for having reported it.**

Zero Tolerance:

ACA has a zero-tolerance policy on activity that violates general standards of decorum and decency. The use of illegal drugs or the abuse of alcohol is prohibited on the property. Firearms are not permitted on ACA property. Unwanted sexual overtures and harassment of other residents will not be tolerated. Disruptive behavior may also lead to the immediate termination of your residency. Violators will be asked to leave immediately. Civil authorities may be called if necessary.

Respect:

Residents must uphold general standards of decorum and decency to insure a positive experience for themselves and each other. As appropriate, residents are expected initially to work out difficulties amongst themselves or with the respective individual/s. When no resolution seems apparent or possible, residents are then asked to bring any problems to the attention of the Residency Director.

Language:

Inclusive language is an important part of our culture at the residency, and an important part of our goal to ensure each artist feels safe, comfortable, and welcome here. All artists are expected to treat each other respectfully, and cases of verbal abuse may result in dismissal at our discretion. Please let us know if you have concerns or issues regarding language use by staff, Associate Artists, visitors, or anyone you encounter out in public while you're here.

Emergency number:

(Medical, Fire, or Police) **911**

Non-Emergency Numbers:

- Poison Control, 1-800-222-1222
- New Smyrna Police Department, (386)424-2000
246 Industrial Park Ave., New Smyrna Beach, FL 32168
- New Smyrna Fire Department, (386) 402-8125
238 Industrial Park Ave., New Smyrna Beach, FL 32168

Medical Emergencies:

For medical emergencies, dial 911. An ambulance can be here in 13 minutes. You will be taken to one of the 2 hospitals in the New Smyrna Beach area. Please text or call ACA Emergency number to let us know about the situation as soon as you are able.

- Advent Health New Smyrna, (386) 424-5000
401 Palmetto St., New Smyrna Beach, FL 32168
- Halifax Health Medical Center, (386) 425-4000
303 N. Clyde Morris Blvd., Daytona Beach, FL 32114

Walk-In Clinics:

- Urgent Care Clinic, (386) 663-3061
1860 Renzulli Road, New Smyrna Beach, 32168
- Prime Care Urgent Care, (386) 767-2402

1327 Saxon Dr, New Smyrna Beach, FL, 32169

- Halifax Health Medical Center of Port Orange, (386) 425-4700
1041 Dunlawton Ave., Port Orange, FL 32127

Medical Awareness:

Associate Artists are responsible for informing ACA of any serious or life-threatening medical conditions and any medications taken regularly. Should the Associate Artist have any specific medical requirements, any special arrangements must be discussed in advance of the residency with ACA's Residency Director.

Service Animals/Emotional Support Animals:

In compliance with Florida State law and the Americans With Disabilities Act, ACA welcomes trained guide dogs for persons who are blind, trained hearing-ear dogs for persons who are deaf, trained assistance dogs for persons who are permanently physically impaired and task-trained service dogs for persons with a mental disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. If you are complying, and you do intend to keep your service animal in your housing unit at ACA you will be responsible for any damages, additional cleaning fees and/or flea treatments.

Handicap Accessibility:

Accessibility: All buildings on the property are wheelchair accessible by wooden decks and concrete sidewalks. Four housing units are designed for individuals with limited accessibility and they have an extra bed for a medical caretaker. The distances between buildings vary from 80 yds. to 267 yds. If you have limited mobility and would like more information, please let us know and we can discuss your needs in detail.

Smoking:

Smoking is not permitted in any of the buildings on ACA property. Please smoke outdoors and away from the entrances to ACA's buildings. Because of extreme fire danger, smoking is limited specific places outside studios and units. Please dispose of your cigarette butts in the concrete containers located around the campus and not into the flammable brush. Do not discard cigarette butts on the ground and please be mindful of fire danger throughout the property and surrounding environment.

Vaping:

Vaping is not permitted in any of the buildings on the property, including Associate housing units. Please be aware there are smoke detectors in all rooms and buildings.

Fire:

Fires, pits, or grilling are not permitted on ACA property.

Incense and Candles:

Based on our insurance policy guidelines, lighted candles, dried sage and incense are not permitted in the housing, Artist Studios, Writer Studios or anywhere on the property.

Fragrances / Perfumes:

ACA does not prohibit the use of perfumes and fragrances of any kind but please be considerate and aware of others sensitivity.

Pets:

Pets are not allowed at ACA or in housing. Please see the section on EMOTIONAL SUPPORT ANIMALS, pg. 15. If you have other questions about this policy, please contact us.

Natural Disasters:

Hurricane season in the Atlantic runs from June 1 to November 30 (though hurricanes are possible outside of that timeframe). Tropical storms and hurricanes are tracked weeks in advance coming across the Atlantic and forecast models become more accurate about a week before landfall. The Residency has a documented hurricane preparedness plan that includes evacuation procedures. In the event that New Smyrna Beach lies in the “cone of uncertainty” (area where the storm may make landfall), we will inform you and make the decision quickly if you will be evacuated inland or back home. Ensuring your safety is always our #1 priority.

ACA is not responsible for “acts of God.” If a residency is cancelled your prorated residency fee will be refunded. ACA is not responsible for changes to your travel plans. It is highly suggested that all Associates purchase refundable airline tickets or travel insurance.

DURING THE RESIDENCY AT ACA

We ask each Master Artist to spend a minimum of 2 hours per day (weekdays only) with their Associates Artists. The Master Artists are looking forward to their time with you and will announce a daily schedule with your group after the Welcome Supper, please be aware the Master Artists are also looking forward to their time here, respect their personal time, they too, have goals and objectives and are looking forward to a rich and full experience as well.

Residency Schedule:

We will email you a schedule of activities prior to your arrival. Upon your arrival, you will receive a printed information booklet including a detailed schedule. Weekdays during lunch, we will also make announcements and updates of the activities that you should be aware of. Please understand that some of these activities are voluntary and are noted in the schedule.

Descriptions of Activities:

Welcome Supper and Orientation: The residency officially begins with a Welcome Supper, orientation and tour of the facilities on the Sunday of your arrival. After dinner and the orientation tour, you will meet briefly with your Master Artist and they will announce your meeting times for the coming days.

Associate Artist Introductions: We ask that each Associate Artist give a brief (**5-minute maximum**) introductory presentation on his/her work. The “introduction” is informal and is intended to give all residency participants general insights into your creative endeavors and current interests. This prologue introduces you to the entire group and allows for dialogues between all associates and disciplines. The introductions will be presented in order of the housing assignments starting with Unit 1 and working our way up to Unit 28. Audio and video playback equipment will be available as well as wireless internet access and a video projector and screen. ACA staff will facilitate and coordinate the logistics. Again, your introduction will be limited to 5 minutes.

Master Artist Community Outreach (voluntary activity): Each Master Artist is scheduled to present a reading or talk about their work at an educational institution or art center in the central Florida area. These events are free and open to the public. ACA will organize transportation for you to attend.

INsideOUT (voluntary activity): “INsideOUT” is the final event of the residency and includes a reception and open studios. The artists-in-residence are introduced to ACA’s guests, and community. The artist-

in-residence may present examples of their work and work in progress. **Presentations are voluntary - not required.** The first 90 minutes of the program will take place in the theater and includes comments from Master Artists, introductions of Associate Artists, readings, music and other performance work. The rest of the evening will be devoted to open studios, site specific installations and casual conversations. ACA staff will coordinate the program with the residency participants during the last few days of the residency. The event is free and open to the public.

Meals:

ACA provides **weekday** meals. Breakfast is a self-serve continental style that is available until 10 AM. Lunch and dinner are prepared by a chef on staff, buffet style. You are responsible for cleaning up after yourself for breakfast, but lunch and dinner we have staff to wash dishes, glasses, silverware, and cups. Meals are not provided on the weekends; however, the kitchen is available for Associate Artists that would like to prepare their own meals. Again, Associate Artists are responsible for cleanup and leaving the kitchen the way they found it. Associate Artists will have access to the kitchen 24 hours a day but not when the chef is cooking. If you take any dishware, or silverware to your housing units or studios please return them to the kitchen.

Security Gate:

The front entrance gate remains open during business hours and remains closed after hours. If the gate is closed when arriving, enter the 4-digit code that was provided for you into the keypad. If the gate is closed when departing, slowly drive towards the gate and it will sense the vehicle and open automatically. The gate will remain open for a short time to allow you to exit and will then close behind you automatically.

Studio Spaces:

Each group of Associate Artists will have a designated studio where they will meet with their Master Artist a minimum of 2 - hours weekdays. Each group will manage scheduling individual studio time and/or individual workspaces once the residency begins. Sign up sheets for communal studio spaces will also be made available. Please be considerate of fellow artists regarding communal spaces, equipment, and personal materials.

All studios and commons areas have locks that use the same 3-digit code. The studios and commons areas are accessible 24/7 during your stay. All residency participants are responsible for the security of all buildings. If you are the last person to leave a building, please lock the door as you leave. Also, please turn off all lights, appliances, computers, and electronics. Everyone in the residency will know the building code, so please lock the doors, even if you plan to be back in few minutes.

Equipment:

You must speak with ACA staff prior to using power tools. We want to ensure you know how to operate the equipment safely. Staff is available to demonstrate the proper use and features of unfamiliar tools and equipment. Please be courteous of your fellow artists in shared studio spaces; clean up after yourself and leave the studios in the condition you found them.

ACA has equipment for Associate Artist to use during the residency that can be checked out for limited periods of time. Please remember the equipment is to be shared among all the residency participants. If you require specific equipment for the duration of the residency or at your convenience, we highly recommend you bring what you require. This includes laptop computers with software applications you will need for a productive residency.

If you need a list of equipment that is available to Associate Artists, please contact the residency staff.

Limited Public Access and Security Safety:

Please be aware that when a residency is in session, the public is not permitted in the studio complex, housing units, and cottages. If you see strangers on the property let them know a residency is in session and direct them towards The Pabst Visitor Center & Gallery. ACA Staff makes every effort to ensure that visitors do not go beyond the Visitor Center during a residency.

Photography:

If you take photos of another artist's work, you must ask the artist's permission prior to posting on social media, etc.

Computers:

ACA does not provide personal computers during the residency. We urge all participants to bring a laptop and a thumb drive that is formatted to FAT 32. There are several communal computers located in the Thompson Fieldhouse and one in the Writer's Studio. Please be aware that ACA's computers are older models and their web browsers are not up to date, some pages may not load correctly, and online applications may have limited functionality.

Printers:

ACA's computers located in the Thompson Fieldhouse are networked to a black and white printer. And there is a stand-alone printer connected to the computer in the Writer's Studio. We recommend using a thumb drive to transfer files to the computers for printing or download the printer's driver to your computer and connect the USB 2 cord directly to your computer. There is also a multifunction copier printer/scanner in the administrative office which is accessible to Associate Artists during business hours, M-F, 9 AM – 5 PM and Sat. 10 AM – 2 PM. We suggest using the multifunction printer for large print jobs and collated printing. Please bring your files on a thumb drive that is FAT 32 formatted.

Bicycles:

There are approximately 8 cruising bicycles for you use, including helmets, and locks. You can take them off campus but not at nighttime. Do not use **on the boardwalks or ride from building to building.**

Shopping:

We offer transportation to New Smyrna Beach twice a week for grocery, medication, and personal toiletries, either in the mornings or after lunch. We will also arrange transportation to art supply and hardware stores as needed.

Laundry:

Laundry facilities (a washer and dryer) are located next to Unit 15 in Associate Housing. Each machine requires four quarters for each use. We can make change in the main office during business hours. ACA also sells single load detergent packets that cost \$0.50 each.

Recycling and Trash:

ACA recycles all clean paper, cardboard (not pizza boxes), glass, plastic, and metal containers. Please place all recyclables in the blue containers in the studios, facilities, or in your room. You are responsible for the disposal of trash from the housing unit. The recycling dumpster is located across from unit 28 and is outside of the fenced area. The non-recyclable garbage dumpster is located inside the gated area.

Social Media:

ACA has a page on Facebook, Instagram, and Twitter. During the residency, we will take photos to post on social media to share what is happening at the residency. You can also tag your own photos with the hashtag *#ACAlife*. You can also subscribe to our YouTube page.

CHECK OUT PROCEDURES

Housing:

- Remove all items from the refrigerator. You can bring sealed or unexpired food items to the commons that other artists can use.
- Return all dishware and cups to the Common's kitchen and wash.
- Discard all garbage and recyclables in the appropriate dumpsters (located opposite unit 28, dumpster outside fence is for recycling, dumpster inside of fence is for non-recycling garbage).
- Please put the air conditioner on a cool setting at 78 degrees or number 3.
- Place your unit key on the counter.
- Please turn off all lights.
- Lock all windows and lock the door upon final exit.

Commons:

- Wash any dishes you have used and return to the proper location.
- Dispose of any food or items that are expiring soon.

Studio Spaces:

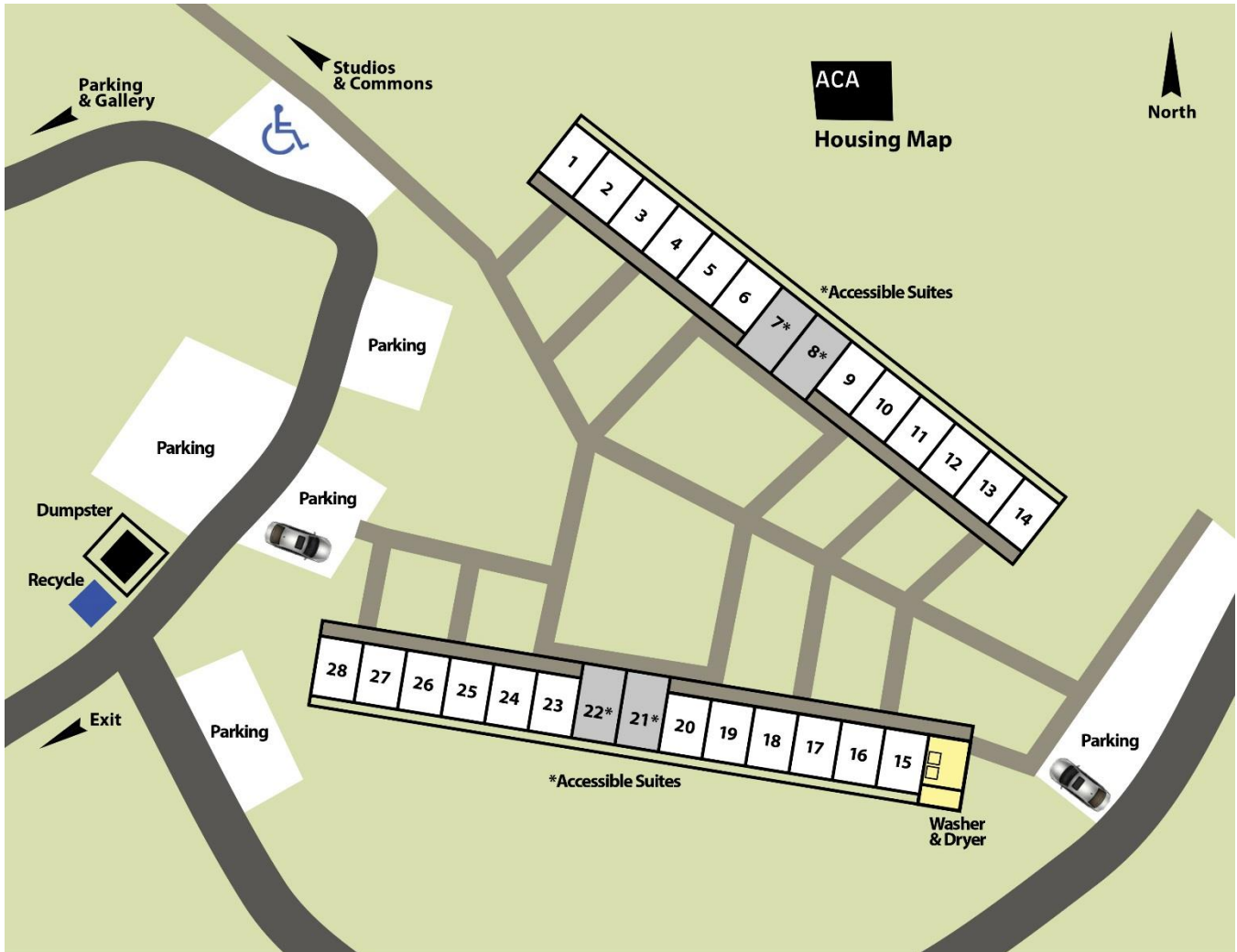
- Clean all areas you have used.
- Discard all garbage and recyclables in the appropriate cans.
- All artwork is the associate's responsibility. All preparation for shipping and all arrangements for shipping must be made prior to your departure.
- ACA is not liable for any items left in the studios or digital files left on ACA computers.
- Return any audio equipment you have borrowed or moved to other studios back to the Music Studio.
- Return any other items you may have moved or borrowed to their original location.
- Return all dishware and cups to the Common's kitchen and wash.

Shipping packages home:

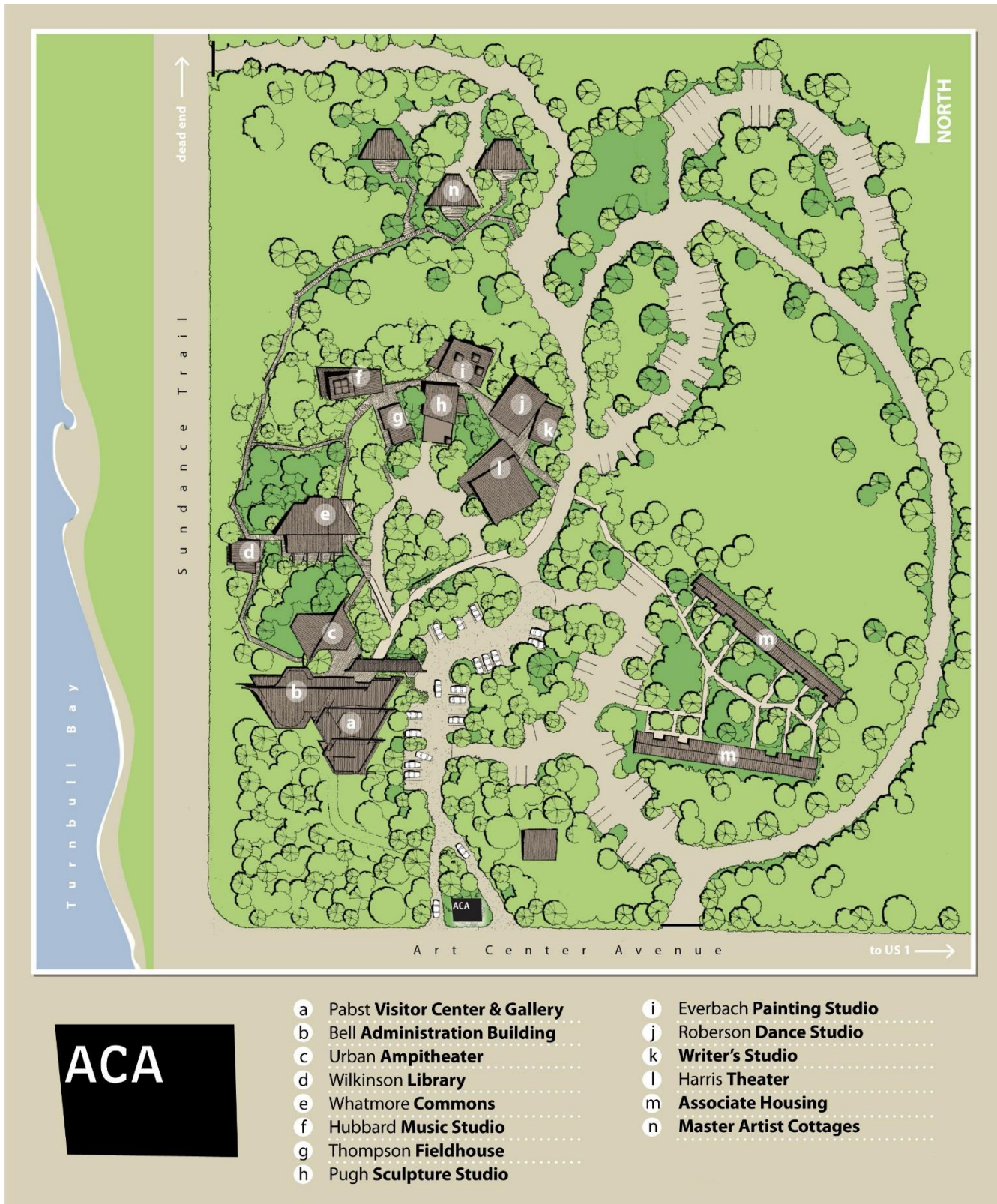
You are responsible for packing your boxes and purchasing shipping, please consider setting up a FedEx or UPS account to facilitate return shipping. Please see SHIPPING section, pg. 9 for further information.

MAPS

Housing Map:



ACA Site Map:



ACA

- a Pabst **Visitor Center & Gallery**
- b Bell **Administration Building**
- c Urban **Ampitheater**
- d Wilkinson **Library**
- e Whatmore **Commons**
- f Hubbard **Music Studio**
- g Thompson **Fieldhouse**
- h Pugh **Sculpture Studio**
- i Everbach **Painting Studio**
- j Roberson **Dance Studio**
- k **Writer's Studio**
- l Harris **Theater**
- m **Associate Housing**
- n **Master Artist Cottages**