



SUBLEASING / LEASING FAQ'S Updated July 2020

1. Who can currently sublease studio space within the Torpedo Factory Art Center?

Subleases may only be entered with/by artists who were:

- **Group A.** Members of the Torpedo Factory Artists' Association (TFAA) at any time between October 2016 and April 2018. Membership must have been granted via the annual TFAA membership jury application process. *
- **Group B.** Selected for the Post-Graduate studio at Torpedo Factory Art Center and/or were selected via the Fall 2020 selection process by the Art Center (City of Alexandria). *
- **Group C.** Accepted via the Art Center's 2019/2020 Eligible Artist Application. *

2. Who can currently lease studio space within the Torpedo Factory Art Center?

To join a current lease:

- Artists from Group A and B (above) may join an existing lease after a successful 4-month sublease probation** in the studio. *

To begin a new lease in an empty studio:

- Artists may apply for an empty studio via the Art Center's application process. This will entail an additional application process to compete for the space. *

3. Who is the landlord and who manages the Art Center?

The landlord and manager of Torpedo Factory Art Center is the City of Alexandria, via Alexandria's Office of the Arts. Office of the Arts staff oversee all programming, rentals, and operations of the Art Center. Most staff are located at the Art Center. Staff information may be found at <http://torpedofactory.org/about-us/staff-bios/>.

4. Do leaseholders/sublesers have to be members of the TFAA?

No. The landlord/Art Center does not require artists be members of the TFAA (Torpedo Factory Artists' Association) to sublease or lease a studio pending they have completed a selection process approved by the landlord (as stated in 1 and 2). The TFAA is an independent organization. Similarly, The Art League is also an independent organization.

5. I am eligible to sublease;

a. How can I sublease at the Art Center?

Subleasing is granted by a lease-holding artist. If a leaseholding artist is interested in adding an artist to their studio through a sublease, the leaseholding artist may request a list of potential subleases from the landlord via the registrar's office in room 207. This step is not necessary if the leaseholding artist already knows an eligible artist from the community.



- b. What does it cost to sublease?
Rent charged to the subtenant is not to exceed rent paid by the artist for the entire studio. Studio rent is approximately \$16 a square foot per year. For example, a 400 sq ft studio will cost approximately \$533 a month. A studio shared between one or more lease holders and a sublessee would reduce the individual rent payments of each party. When applicable, other expenses of the studio will be agreed upon by all parties in writing.
- c. What does a sublease look like?
An example of a blank sublease may be found [here.:](http://torpedofactory.org/wp-content/uploads/2019/03/Sublease-Agreement-Sample.pdf) <http://torpedofactory.org/wp-content/uploads/2019/03/Sublease-Agreement-Sample.pdf>

When subleasing, artists are required to follow the TFAC Operating Rules and Procedures found [here.:](http://torpedofactory.org/wp-content/uploads/2019/03/TFAC-Operating-Rules-and-Procedures.pdf) <http://torpedofactory.org/wp-content/uploads/2019/03/TFAC-Operating-Rules-and-Procedures.pdf>

6. I am a leaseholder and would like to sublease;

- a. How do I find an eligible artist to sublease?
If the artist does not already know of an eligible artist from the community, leaseholders may request a list of potential subleasers from the landlord via the registrar in room 207.
- b. How do I submit a request to sublease?
Sublease requests should be submitted by completing the Sublease Request Form located at torpedofactory.org/forms. The sublessee must already be selected by the leaseholder to complete the form.

The form should be submitted by the leaseholder of the studio that the subtenant will occupy. All leaseholders must be aware and in agreement with the terms and conditions of subtenant's tenure within the studio. The Art Center registrar will prepare a sublease for signatures.

Sublease requests forms are due 30 days prior to start of sublease.

- c. Who should I submit a request for subleasing to?
Requests for sublessees must be submitted in writing to the registrar of the Art Center via the form found at torpedofactory.org/forms.
- d. What is a leave of absence and what are the requirements?
A leave of absence is when a leaseholder wishes to take leave for up to one year for study or other valid reason. This must be submitted in writing to the Landlord for approval. During the term of the lease, only one leave of absence is permitted. Although the Leaseholder may sublease the studio, the Leaseholder remains responsible for the studio rent as specified in the lease. If there are other Leaseholders in the studio, they may decline to sublease but must then pay the full rent. If there is no sublease, the Leaseholder on leave is not counted when calculating the minimum number of hours, the studio must be open.

7. What documents are needed in order to sublease?

The following information must be submitted to the Landlord in order to affect a sublease agreement:

- The subtenant's home address, telephone, and email address
- Term of the sublease, hours per week, rent amount (if any) and any other shared expenses
- Diagram of the space to be occupied by the subtenant
- A copy of the Subtenant's current City of Alexandria business license

Subleases will only be permitted using the sublease document provided by the Landlord.

8. What happens after a request for sublease has been submitted?

The registrar will draft the sublease agreement based on the request submitted and forward to all parties involved for signature.

9. How long will it take for the sublease agreement to be approved?

Once the agreement is signed by all leaseholders and the subtenant, the signed agreement will be forwarded to the City Manager (or designate) for approval. This process usually takes no more than two (2) weeks, however it can be expedited if necessary.

10. How long can I sublease?

Lease-holding artists may sublease their studio for up to a total of four months in a calendar year except during a leave of absence (described in 5. d). A probation sublease does not count towards allotted months.

During the term of the lease, only one leave of absence is permitted.

A subleasing artist may sublease for as many days/months as they find studio availability throughout the Art Center.

11. When a subtenant's sublease agreement has expired what should they do?

Follow up with the registrar to ensure a smooth transition out of the studio.

* All eligibility to lease or sublease may change or end after March 2022.

**Probation is to ensure artists work well with current lease holder. Current lease holder(s) has the final say of a successful probation process. Current lease holder(s) must maintain hours and work in the studio during the probation time.