



ST. MARY'S ART CENTER

RENTAL FREQUENTLY ASKED QUESTIONS:

<u>Included Spaces within Overnight Building Rentals:</u>	<u>Excluded Spaces within Overnight Building Rentals</u> (*may be available with advance approval for inclusion in art or other creative retreats):
<ul style="list-style-type: none">• 16 Guest Rooms• 2 Kitchens• 1 Art Studio• 5 ½ Bathrooms• Porch• Balcony• Front Lawn• Library Lounge• Theatre (upon completion, anticipated December 2021)• Viewing Access to Art Galleries (excludes Artisan Gallery except when coordinated in advance)	<ul style="list-style-type: none">• Print Room*• Photography Dark Room*• Artisan Gallery*• Staff Stairwell*• Office• Maintenance & Storage Rooms• Property Behind Main Building• Caretaker's Cottage• Outbuildings• Solar Field

*The Print Room, Dark Room, Artisan Gallery and Staff Stairwell may be available for certain types of rentals only. Please inquire if these spaces are of interest. The Artisan Gallery may also be opened and offered for shopping and souvenirs for shorter periods of time, if scheduled with St. Mary's Art Center staff.

INCLUDED AMENITIES & SUPPLIES FOR USE DURING STAYS:

KITCHEN:

- Dishes
- Silverware
- Coffee Mugs
- Cups
- Wine Glasses
- Coffee Makers
- Filters
- Ovens, Sinks, Refrigerators, Freezers
- Pots, Pans & Other Cooking Vessels
- Tablecloths
- Can Openers
- Cooking Utensils
- Prep Knives
- Food Prep Accessories (limited)
- Trivets
- 2 Large Drink Dispensers
- Catering & Serving Trays
- Dish Soap & Sponges
- Dishwasher

GUEST ROOMS:

- Bedding with Pillows, Sheets & Blankets
- Towels & Wash Cloths (Placed in Guest Rooms rather than bathrooms)
- Chairs
- Dressers
- Floor and/or Ceiling Fans
- *Note: There are no closets in our guest rooms (with two exceptions)

BATHROOMS:

- Mini Soap Bars
- Hair Dryers
- Sanitizing Wipes
- Towels & Washcloths (in guest rooms)
- *Note: There are 5 ½ bathrooms in this historic building. These are not attached to any guest rooms, but are located on the 1st, 2nd and 3rd floors and stair landings

INCLUDED, continued:

ART STUDIO SUPPLIES:

- Included:
 - Folding Tables
 - Art Chairs
 - Air Conditioning
 - Easels
 - Paper Cutter
 - Sink
 - Mini Fridge
- Excluded:
 - Art Supplies
 - *NOTE: Art & Creative Retreats are limited to the “art tables and chairs”. Non-Art & Non-Creative Retreats may use the folding metal chairs and nicer tables set aside for meetings, weddings, etc. Please confirm type available, as appropriate.

LIBRARY LOUNGE:

- Books for Viewing on Site (check out is available with approval by Director)
- Library Table
- Sofa & Rocking Chair
- Chess Game
- Fans

PRINT ROOM SUPPLIES:

- Included:
 - Printing Press
 - Drying Racks
 - Rollers
 - Paper Press Weights
 - Tables
 - Stools
- Excluded:
 - Inks
 - Chemicals
 - Cleaning Solutions
 - Paper and other Base Substrates

PHOTOGRAPHY DARK ROOM:

- Due to the complexity of this space and the technology, it is best to come tour the space
- Chemicals are not provided
- Chemicals MUST BE REMOVED AND DISPOSED OF OFF SITE by the artist

EXCLUDED (GUESTS TO BRING):

- Art Supplies & Tools
- Aprons (Children's Aprons Available)
- Coffee
- Tea
- Bottled Water & Beverages
- Food
- Bags of Ice
- Formal Napkins, if desired
- Paper Plates & Napkins, if desired
- Toiletries, including Shampoo, Conditioner, Body Wash, Lotion, Sunscreen, etc.
- Cell Phone Power Cords

FOR RETREATS & EVENTS, WE HIGHLY RECOMMEND SCHEDULING A TIME TO COME WALK THROUGH THE BUILDING & PEEK IN THE KITCHENS TO CONFIRM WHAT IS AVAILABLE VS. WHAT YOU MAY WISH TO BRING.

FREQUENTLY ASKED QUESTIONS:

- What is the WIFI?
 - There are beacons on each floor. Choose SMAC1, SMAC2, SMAC3 or SMAC4 based on the floor you will spend the most time on, or your room floor number.
 - WIFI CODE: painters
 - Note: You must be on SMAC2 WIFI to operate the Sonos music system
- Is there a sound system?
 - Yes, we have a SONOS sound system with speakers on all four floors. Download the SONOS app and control and play music through the speakers. Each speaker has the ability to play different music or have the volume adjusted independently of the others.
 - The device controlling the Sonos App MUST be on SMAC2 WIFI to gain access and control of the system
- How do you open the windows?
 - Ask our Caretaker to give you a demonstration. There are two tabs at the bottom of the storm windows (in many, but not all, guest rooms). DO NOT remove the storm windows or window frames.
- Are there extra blankets available?
 - Absolutely. In most cases, there are extra blankets in the dressers within each guest room. If there are not, or if more are needed, just let us know.
- Do you have air conditioning?
 - We have a window AC unit in the art studio. The rest of the building relies on fresh air, ceiling and floor fans.
- Do you have heat?
 - Yes, we have a boiler system with individual radiators in each guest room that guests can control. We also have supplemental heaters that we can provide upon request.
- Do you have any roll-away beds?
 - Yes, we have 3 roll-away beds available. These may only be used within guest rooms unless agreed upon in advance with the Director.
- Are candles allowed?
 - No, they are NEVER allowed unless “flameless” battery operated lights.
- Are BBQs allowed?
 - It depends, contact us to discuss
- Are Fire Pits allowed?
 - No
- Are pets allowed?
 - In general, no, they are not due to the historic nature of the property, artwork, and other guests. Proper service animals are allowed.
- May we move the furniture or lamps, etc?
 - No, furniture and decorations may not be moved except within the art studio and limited to the folding tables & chairs, except with advance approval. Balcony umbrellas, seating cushions and furniture may be moved to protect from wind and weather and for functionality.
- Are the art galleries, library lounge, hallways or other non-guest spaces available to be used as guest rooms?
 - No, these are dedicated spaces for art, history and other specific uses. Art galleries in particular are for viewing/shopping only when there is artwork on exhibition.
- May we go onto the fire escape?
 - No, only during an emergency. There are alarm sensors that will automatically notify the Fire Department & St. Mary’s Art Center Staff.

- Does the original stove in the South Kitchen work?
 - Yes, it is wood burning...BUT, we DO NOT allow anyone to use it for fire safety reasons.
- May we pet or feed the wild horses?
 - No, it is illegal to feed or harass them. They are wild, and while some appear friendly, that can change at a moment's notice and without warning. They are accustomed to certain foods; please do not make them ill or train them to rely on humans with food.
- May we attach anything to the walls, ceilings, railing or furniture?
 - No, not without advance permission. There are NO EXCEPTIONS to this without explicit permission.
 - This is a historic building. Nails, screws, tacks, pins, and similar puncturing devices are NEVER allowed.
- Tape, putty and other non-damaging tools may be considered for approval IN ADVANCE. Often tape and putty mar the paint surface and require touch up.
- May we photograph and post pictures of the artwork?
 - Yes, but please from a distance or angle, and please note the artist on all posts. Artists work very hard to create unique work and styles. We want to protect their work from duplication and give them maximum credit.
- Do you have souvenirs or other small gifts?
 - Yes, we sure do! We have one of a kind pottery coffee mugs made by a local potter, a variety of souvenirs, and many offerings in our Artisan Gallery.
- Do you have a printer?
 - Yes, we do, but please confirm in advance that they are available.
- Is St. Mary's Art Center haunted?
 - Maybe, maybe not. Won't it be fun to find out?
- Do you give paranormal tours or investigations?
 - Yes, Women Investigating Ghost Sightings and our lead Tour Guide offer tours which may be scheduled via our website. There are once a month 2-4 hour investigations as well as the annual Paranormal Painting Pajama Party and Halloween Sleepover & Investigation Fundraisers.
 - Private paranormal investigations are an option, please inquire.
- May we bring our own paranormal investigating equipment?
 - No, paranormal investigations are not allowed unless coordinated in advance with Women Investigating Ghost Sightings.
 - Oija boards, seances or any other rituals are NEVER ALLOWED.

WEDDINGS & OTHER PRIVATE EVENTS & RENTALS NOTES:

- We are a tiny staff and do not have the capacity to offer wedding planning or event management services
- Guests and Wedding Parties are responsible for all set up, break down, and cleaning of the wedding and reception spaces
- We have a limited number of folding tables, folding chairs and bistro tables available for rent. Please confirm counts and options in advance.
- Guest Rooms, Kitchens, Bathrooms, Galleries and outdoor spaces are available depending upon the rental package selected
- No confetti, rice, flower petals or other items may be thrown or scattered into the air, on the grounds or within the building
- Hay and fresh flowers should be put in the same day as the event and removed immediately after. We have many wild animals that will invite themselves to such a buffet of treats, which is a problem for the event, but also their health. Please keep this in mind and never feed the wild animals, even if unintentionally.
- Children may not be left unsupervised. Virginia City is full of surprises, including old, abandoned mines, mining tailings (those large “piles of dirt) and other dangerous areas that are unsafe
- There is limited electrical available at this time for the porch, balcony and lawn. We are working on additional electrical options, but typically quiet generators are brought in and used by the rental party
- Event Liability Insurance is required per the contract and is typically a minimal cost.
- Vendor Selections:
 - We do not have a required list of vendors, at this time.
 - We have several local options for catering, photography, and music, but also allow vendors from the surrounding area