



Policies and Procedures

866 NE Columbia Blvd.
Suite B106
Portland, OR 97217

Subject: Art Storage in the Burner Barn
Section: Burner Barn
Approved: February 2022
By: Precipitation Northwest Board of Directors

POLICY: Precipitation Northwest is committed to maintaining the Burner Barn as a space for the creation and safe storage of art. The Burner Barn shall be available for use by both members of the community to create art for private purposes and volunteers to create art that will be used for Precipitation Northwest events. Art that is being created for events and community purposes shall be given priority for use of the Burner Barn space. This policy lays out expectations for the creation and storage of art (and other miscellaneous items) in the Burner Barn.

Community Use of Burner Barn for the Creation and Storage of Art:

Personal Art

1. Art that has been created for personal, individual, or private purposes may not be stored in the Burner Barn (the “Barn”) on a long-term basis.
2. A community member may only store art in the Barn during the time in which the project is being actively being worked on/created.
3. Procedure:
 - a. Artist must connect with the Burner Barn Manager (the “BB Manager”) to discuss use of the space prior to beginning the project.
 - i. Barn use for personal projects is not guaranteed.
 - ii. The BB Manager has the discretion to impose a timeline and space limitation on the use of the Barn for personal art projects.
 - b. Artist must leave current contact information with the BB Manager. The contact information must be a reliable means by which to contact the artist, in case the BB Manager needs to do so.
 - c. Each time a work session has been ended for the day, the art project must be packed up and placed on an open shelf.



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- d. Any personal art project must be removed from the Barn immediately after the project is completed, unless the artist makes arrangements with the BB Manager.
 - e. If the artist is unable to continue working on the art project to completion, all materials must be removed from the Barn until the artist can come back to work on the project.
 - f. No personal art project may be left at the Barn for longer than two weeks without the artist actively working on it.
 - g. The BB Manager has discretion to determine timelines for the creation of personal art projects and the space that may be allocated within the Barn.
4. Removal of personal art from the Barn:
- a. If a personal art project is left in the Barn and is dormant for two weeks or longer, the BB Manager will contact the artist and request that the artist remove the art project.
 - b. If a personal art project is left in the Barn, and the BB Manager is unable to reach the artist, the BB Manager will post a message through public channels attempting to reach the artist.
 - c. If the artist remains unreachable, and the art is left in the Barn, the BB Manager may dispose of the art in any way they see fit. The BB Manager will leave a posted message where the art project was stored, describing the attempts the manager made to contact the artist and where the materials have been sent.

Community Art

1. Art that has been created (or is being created) for community purposes or Precipitation Northwest sponsored events may be stored in the Barn on a long-term basis.
2. Procedure:
 - a. Artist must connect with the BB Manager to discuss use of the space.
 - i. The BB Manager has the discretion to impose a timeline on the use of the Barn for community art projects; however, the BB Manager will only limit the timeline if absolutely necessary.
 - ii. The BB Manager has the discretion to impose a space limitation on the use of the Barn for community art projects; however, the BB shall



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- ensure that community art projects receive preference over personal projects.
 - b. Artist must leave current contact information with the BB Manager. The contact information must be a reliable means by which to contact the artist, in case the BB Manager needs to do so.
 - c. Depending on space availability, art projects for community purposes may be left in place while they are being created. However, if it is feasible to pack up the project between work sessions, that is preferable.
 - d. Community art or art for Precipitation Northwest sponsored events may be stored in the Barn on a long-term basis.
 - e. Many art projects are already being stored in the barn (i.e., for the Soak event), and this art has been organized by the BB Manager. If you are an artist who knows you have art stored in the barn, you may want to reach out to the BB Manager to ensure the manager has your contact information and directions on how to handle your art.
 - f. For new art projects, artist must coordinate with the BB Manager to ensure that:
 - i. the BB Manager has current, reliable contact information for the artist;
 - ii. the art being stored is stored in a convenient place within the Barn;
 - iii. the BB Manager knows what community purpose the art will be used for; and
 - iv. the BB Manager understands the timeline for both the creation of the art project and how long it will be stored in the Barn.
3. Removal of community art from the Barn:
- a. If material is identified that can no longer be stored at the Barn (for various reasons), but it is known to be community art and/or it may have value to the community, the BB Manager shall do the following:
 - i. Notify the Precipitation Northwest board that the community art must be removed from the Barn.
 - ii. Reach out to the community to determine an artist responsible for the art. The board shall help the BB Manager with outreach necessary to find the artist.
 - iii. If no single artist or artist group can be found, the BB Manager will post a message through all public channels available to Precipitation Northwest, attempting to reach an artist or any community members who will take responsibility for the art.



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- iv. Once a responsible party is identified, the BB Manager will coordinate with them to remove the art. Large or bulky items must be taken as a whole. If the person or group taking responsibility for the art wants to divide up or parcel out the art, they must organize this process.
- v. If no community member(s) will take responsibility for or possession of the community art, and it must be removed from the Barn, the BB Manager will post pictures of the art through public channels and wait a minimum of four weeks prior to removing it from the Barn.
- vi. If the community art must be disposed of (because no one has taken responsibility for it), the BB Manager will leave a posted message where the art project was stored, describing the attempts the BB Manager made to contact the artist and where the materials have been sent. This message will also be posted through public channels.
- vii. This procedure will not apply to items that have been determined to be immediately dangerous to the safety of the Barn or its occupants.

Community Use of Burner Barn for the Storage of Miscellaneous Items

1. Storage of Items in the Barn
 - a. Only Precipitation Northwest sponsored events may use the Barn for storage of miscellaneous items. Storage is only available for items which will be used at the event.
 - b. If a Precipitation Northwest event organizer would like to use the Barn to store items to be used at a sponsored event, the organizer must first connect with the BB Manager to discuss use of the space prior to storing the items.
 - i. The event organizer will clearly communicate with the BB Manager about what event the items are for, how much space is needed and for how long.
 - ii. The BB Manager has the discretion to decide where the items will be stored and for how long.
 - c. The event organizer must leave current contact information with the BB Manager. The contact information must be a reliable means by which to contact the artist, in case the BB Manager needs to do so.
 - d. It is the responsibility of the event organizer to keep the items stored in the Barn in a neat and tidy condition. When requested by the BB Manager, the event organizer will manage the stored items to ensure they stay organized.



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2. Removal of Items from the Barn

- a. If an event organizer would like to remove items from the Barn, the event organizer shall coordinate with the BB Manager. The following are the options available to the event organizer:
 - i. Remove all items from the space, including any trash or small bits, so that the storage space is clean. In this instance, the event organizer is taking all items with them.
 - ii. Take inventory of stored items to see if any useful items may be left at the Barn for community use. In this instance, the event organizer must communicate with the BB Manager regarding which exact items are being left at the Barn. If the BB Manager gives consent to leave items at the barn, it is the BB Manager's job to organize, distribute, or dispose of those items. The event organizer must remove all other items.
- b. If the BB Manager identifies items that may no longer be stored at the Barn, the BB Manager shall do the following:
 - i. Reach out to the event organizer to request that the items be removed from the Barn. The event organizer shall promptly remove the items.
 - ii. If the items have not been removed within three weeks, the BB Manager shall give notice to the event organizer that they have one more week to remove their items.
 - iii. If the items have not been removed within that final one week, the BB Manager may remove those items in any way they see fit.
 - iv. If the owner of the stored items cannot be found, the BB Manager shall reach out to the community to determine the person responsible for the items.
 - v. If no single owner or group of owners can be found, the BB Manager will post a message through all public channels available to Precipitation Northwest, attempting to reach an owner or any community members who will take responsibility for the items.
 - vi. Once a responsible party is identified, the BB Manager will coordinate with them to remove the items.
 - vii. If no community member(s) will take responsibility for or possession of the items, and it must be removed from the Barn, the BB Manager will post pictures of the items through public channels and wait a minimum of three weeks prior to removing the items from the Barn.



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- viii. If the items must be disposed of or otherwise distributed (because no one has taken responsibility for them), the BB Manager will leave a posted message where the items were stored, describing the attempts the BB Manager made to contact the owner and where the materials have been sent. This message will also be posted through public channels.
- ix. This procedure will not apply to items that have been determined to be immediately dangerous to the safety of the Barn or its occupants.