

## Grand Central Atelier Model Policy/Contract

We value our models contribution to our artistic community. We've developed the following policies over the years. By modeling for Grand Central Atelier/GCA, models agree to the following policies.

### **Preparing & Arriving to GCA**

Please confirm receipt of both advanced booking confirmations and friendly reminders (sent just prior to the pose start date) via email.

Models are engaged to pose both nude and clothed. For portrait poses, please wear the same shirt and style your hair the same way for each session. All figure poses are nude unless otherwise specified at the time of booking.

Please be on the model stand by the start of class, ready to pose. If a model is late, that amount of time is to be made up that day or a mutually agreed upon time with the class. Repeated or lengthy lateness and/or extended breaks could be subtracted from a model's pay.

Directions to GCA can be found online [here](#). Please ring the doorbell upon arrival. We have two unisex bathrooms downstairs as well as upstairs where for models to change/prepare.

Upstairs in our lounge, we have a full kitchen as well as refrigerators that you may use. Please label anything placed in the fridge and clean any dishes or other tools used. It's a shared space. There are also plenty of comfy couches to rest on long breaks! There is no water fountain but there is a kitchen sink to refill water bottles with fresh, clean NYC water!

We have both air conditioning and heat in our studios. There are also small personal heaters that can be used. Please ask a monitor or anyone in the class for help to make the temperature more comfortable for a pose.

### **Payment Policy**

**Models must fill out a W-9 form and have a valid social security number in their name to pose.** This form will be provided to you along with additional paperwork, including invoices. The monitor, model coordinator or registrar will provide models with these & collect them.

GCA pays all models via check.

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### Long-term bookings (1 month or longer)

Models are paid every two weeks. If posing for a 5-week pose, models are paid mid-way through and at the end.

### Short-term bookings (1 day-1 week)

Models are paid either that day (for 1-day poses) or at the end of the booking.

Since models are Independent Contractors they are not eligible for unemployment insurance. No taxes are deducted and Form 1099 will be sent to models at the end of each year.

For all questions related to model paychecks, contact [joy@grandcentralatelier.org](mailto:joy@grandcentralatelier.org)

### **Cancellation procedure**

If GCA needs to cancel a booking, the model will be called and emailed immediately upon notice. If the model needs to cancel either the whole booking or one day for something such as illness, he/she must contact the model coordinator and/or monitor immediately by both phone & email. There needs to be an electronic paper trail for these communications. A make-up will be scheduled as long as a substitute model has not been hired.

### **Cancellation policy**

If GCA cancels a booking with less than 24 hours notice, the model will still be paid. If the model cancels a booking with less than 24 hours notice, he/she is not paid unless a mutually agreed upon make-up can be arranged; he/she also risks losing the remainder of their booking.

### **Inclement Weather**

Exceptions may be made with day of cancellations due to inclement weather. Monitors and/or Model coordinators will be in touch as soon as we know if we are canceling classes. Models also need to be in touch about whether they are able to get to GCA due to inclement weather. A make-up class will be scheduled as long as a substitute model has not been hired.

### **Photographs**

GCA staff and assigned students will sometimes take studio photos for promotional and archival purposes. They will never take photos of a model posing nude and will check in first for permission to take photos of students and faculty working while the model is on the stand

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posing. Otherwise photos can wait until a break. Some students may also take reference photos for a portrait, and models should first be asked for permission when posing. No reference photos should be taken of a nude model. Sometimes, people in the studios may need gentle reminders of this policy. GCA works from the live model, not from photographs. No additional payment will be given to models for these study and/or promotional photos.

Please also ask students for permission to take pictures of their work.