

Grand Central Atelier (GCA) values the contribution art models have on our artistic community. We've developed the following policies to appropriately set expectations. In modeling for Grand Central Atelier/GCA, models agree to the following policies as well as our Code of Conduct viewable on our Admissions Page.

### **Preparation and Arrival**

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

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 at a mutually agreed upon time with the class. Repeated or lengthy lateness and/or extended breaks could be subtracted from a model's pay.

GCA engages with models to pose nude and/or clothed depending on the specified engagement. For portrait poses, please dress and style your hair identically for each session. All figure poses are nude unless otherwise specified at the time of booking.

### **Directions to GCA**

GCA is located in the [Box Factory in Ridgewood, Queens](#) on the Queens/Brooklyn border. The address is - [1519 Decatur Street, Ridgewood, Queens, 11385](#)

It is a 4 minute walk from the L line Halsey Street station and an 8 minute walk from the L line Wilson Avenue station. The Box Factory is a brick building at the corner of Irving Avenue and Decatur Street with the entrance to the building on Decatur.

#### **Travel by Subway**

Take the L to Halsey station on Wilson Avenue Station.

#### **Where to Park**

GCA does not have a parking lot. Some of our core students and instructors have reported generally finding parking on the street near the studios.

### **Entering the Box Factory**

One of our model coordinators will share a code to enter the building from the main glass doors. It will be shared a few days before your pose begins.

### **Covid Policy**

Masks are not required at this time and are optional for students, faculty and staff.

## **Facilities**

There is a set of bathrooms located outside our suite on the same upper level where our Suite 201 is located, as well as downstairs.

GCA has a communal lounge with a sink, fridge, electric kettle, microwave and toaster oven. We use tap water from the sink to drink, you could bring your own reusable cup or water bottles. There are water fountains by the bathrooms. Our staff and resident artists also use the kitchen. Everyone cleans up after themselves, does their own dishes, etc.

GCA has both air conditioning and heat within the studios. In addition, portable heaters are available upon request. Please check with the Class Monitor to request a heater.

## **Payment Policy**

In order to begin posing, models must fill out a W-9 form complete with a valid social security number. The W-9 form will be emailed to you along with an invoice to review and sign before a pose starts.

On the invoice form you can select the type of payment you prefer:

- check mailed to the address you provide on the W-9 form or
- direct deposit through Bill.com

How Bill.com works:

1. We will send you an invite to join [bill.com](https://bill.com) to the email you have previously provided.
2. After you accept the invite, you can create your profile and input your bank account info. To view a short video with instructions: <https://help.bill.com/hc/en-us/articles/360035897052>
3. You only need to enroll once. Then, any time you pose at GCA, we will process the invoice through this system.
4. You will receive your payment into your bank account within 2-3 business days

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

Models are paid every two weeks.

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

Models are paid at the end of their pose via direct deposit or check.

## **Additional Notes**

Models are classified as Independent Contractors. As such, models are not eligible for unemployment insurance. No taxes are deducted, and Form 1099 will be sent to models no later than February of the next year.

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

W-9 forms are kept on file. If your address has changed since the last time you posed at GCA, please request a new W-9 form to update your address with us.

**Cancellation by GCA**

If GCA needs to cancel a booking, the model will be called and emailed immediately upon notice. When GCA cancels a booking with less than 24 hours notice, the model will still be paid for that day.

**Cancellation by the Model**

If the model cancels a booking with less than 24 hours notice, they are not paid unless a mutually agreed upon make-up can be arranged; they also risk losing the remainder of their booking.

If the model needs to cancel either the whole booking or one day for something such as illness, they must contact the Model Coordinator and/or Class Monitor immediately by both phone & email. There needs to be an electronic paper trail for these communications. A subsequent session will be scheduled within a month of a current pose, as long as a substitute model has not been hired.

**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 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.