

## Art Department Studio Rules

1. **WORK SAFELY**- Know where the First Aid, "Right to Know", and Emergency Eyewash stations are. Safety glasses, hearing protection, gloves, and dust masks are provided for your safety. Use tools the way they are intended to be used **ONLY**. Do not use a power tool that you have not been properly trained by a **STAFF** or **FACULTY** member to use. If you don't know how to do something, **ASK**. The Studio Technician is happy to help if you need it.
2. **STUDIO USAGE**- Usage of the studio outside of class is a **PRIVILEGE**. Sign in when you come in/ sign out when you leave. Please do not remove tools/materials/chairs from a studio. Don't use the materials designated for another class. If you find that a tool or piece of equipment is inoperable or damaged, alert the Professor or Technician immediately. Clean up after yourself/ leave the work area better than you found it. If you make a mess, you clean it up. No one likes to clean up after someone else. Additionally, food is **NOT ALLOWED** in the studios. Be aware that you are surrounded by hazardous materials that you do not want to ingest.
3. **STUDIO OPEN HOURS**- The studios are open during the semester from 8-5 Monday-Friday, and during the Technician's posted hours (they close 15 minutes before the end of shift) We reserve the right to cancel the Open Hours for the following reasons: The Technician takes leave (notification will be posted one week ahead of time) At the request of a Professor (notification will be posted 3 days ahead of time) Adverse Weather Policy/ Emergency Event in effect (If Condition 2 or 3 in effect, Studios are **CLOSED**. If Condition 1 is in effect, the Studio Technician may close the studio at his discretion. Notification will be posted on the UNCP Art Facebook page.) Unforeseen personal emergency/sickness (notification will be given ASAP via the UNCP Art Facebook page, and posted on the front door of Locklear Hall **IF POSSIBLE**)
4. **STUDIO TECHNICIAN**- The Studio Technician (Austin) is here to provide assistance if you need it. He is also the acting Studio Manager. The Technician's hours are posted by the sign-in sheet at the front door. The studios will close 15 minutes before the end of the Technician's shift, so that the studios can be policed and still allow him to leave on time. If you need access to locked tools/materials/studios, ask the Tech.
5. **BE RESPECTFUL OF OTHERS**- The studio should be an open and welcoming environment. Treat your peers the way that you would like to be treated. Familiarize yourself with the Code of Conduct in the Student Handbook and follow it....everyone is worthy of equal respect, including **FACULTY** and **STAFF**.
6. **FAILURE TO COMPLY WITH THE RULES WILL RESULT IN A LOSS OF STUDIO PRIVILEGES.**