



## Studio Policies & Procedures For Independent Contractor Instructors and Students

### \_\_\_\_ GENERAL

The Studio Policies & Procedures provides general information about the facilities, equipment, and supplies, as well as general studio use policies at the Quincy Art Center. Each Independent Contractor Instructor (Instructor) and Student (students age 15+) allowed access to the studio, is required to read these policies and procedures prior to using the Quincy Art Center Studio (hereafter referred to as "Art Center" or studio).

To be allowed to use the studio, Instructors and Students must read and sign. By signing, you agree to follow the policies and procedures outlined herein. If an Instructor or Student is found not following these policies and procedures, they may be denied access to the studio immediately.

### \_\_\_\_ AGREEMENT

No one, under any circumstance or for any reason or occasion, is allowed to touch or use any of the studio equipment or do any sort of work within the Art Center studio's premises without signing this agreement and having the required information on file.

*End of scheduled class period:* All Instructors and Students must clear out all their property, supplies and artwork, finished or unfinished, by the end hour of their scheduled class period. Any materials left in the studio, including artwork, will be considered abandoned or donated if left after one month of the last scheduled class time.

### \_\_\_\_ ACCESS

The Art Center's office hours are posted on the website and front doors.

For Instructors, studio access will be open 30 minutes before class and 30 minutes after class. For students, studio access will be open 15 minutes prior to class start time. Earlier or later access must be arranged with the Director of Education. Instructors



wanting to arrange meeting times outside of scheduled class times must make arrangements with the Director of Education.

All patrons, Instructors, and students must enter the main entrance, double glass doors, on east side of building and check in at the reception desk.

Instructors and Students are to remain out of areas and rooms designated as STAFF ONLY, this includes the kiln room, unless given written permission by the Director of Education.

*Calendar of Events:* A calendar of workshops, classes, events, and exhibits is posted on the Art Center website, [quincyartcenter.org](http://quincyartcenter.org).

## COMMON AREAS

*Restrooms:* There is one unisex restroom located on the main floor of the Art Center. Two restrooms, one women's and one men's, are located on the lower, studio level of the Art Center. Please keep the restrooms clean at all times. Let staff know if any of the restroom supplies are running low.

*Galleries:* Tours of the galleries may be provided by staff upon approval by the Director of Education.

*Library:* Our Library is located on the main floor of the Art Center. It provides a place for Instructors and Students to meet each other, talk, read, and get inspired. The bookcases have numerous art-related books and magazines. All books are to remain in the building and returned to the library before leaving the facility. Please do not take any of these with you.

*Kitchenette:* The kitchen is for staff use only.

*Storage Area and Drying Racks:* Storage shelves are located in the studio. Instructors and Students can have one shelf for their personal supplies for the duration of the class. All your supplies must fit on your shelf. Any items stored on the floor or against a wall between shelving units will be removed from the studio by staff, as they are a fire hazard. Quincy Art Center will not be responsible for items left elsewhere. If you bring





your own equipment, such as fans, buckets, etc., you must store them on your shelf or take them with you at the end of each class.

Label your shelf clearly with your name, as well as any other personal supplies. Please do not use supplies from other shelves—they belong to others. Do not store any paper or cardboard between the shelves—this blocks access to other shelves. Quincy Art Center maintains a lost and found, so check with staff if you are missing an item or if you find an item that has been left out. Do not leave materials there for longer than necessary; this is not long-term storage.

*Work Tables:* Please do not cut anything or spread any kind of glazes, paints or other materials directly on work tables. There are cutting mats, newsprint, and plastic table coverings to protect the tables. Discard any table coverings after use. Use the work tables for drawing, sewing, preparation, or other activities but consider that they are shared work areas.

*Utility Sink:* There are sinks located throughout the studio. Clean the utility sink after use. Do not use the sinks for the disposal of clay, inks, paints, solvents and flammable liquids. Use appropriate ways of disposal for those items.

*Wi-Fi:* Free Wi-fi is available at the studio. See posted signs in studio for access.

*Heat/AC and Energy Conservation:* Instructors and Students are asked to conserve energy and cooperate in studio temperature control. If the AC or heat is on, please do not leave the door open. If the studio is too cool, let the staff know and we will make necessary adjustments. DO NOT ADJUST THE THERMOSTAT. Turn all lights and electrical appliances off or unplug them when not in use. Do not leave the water faucets running or dripping and report a leak if you come across one.

## \_\_\_\_ SAFETY AND SECURITY

Our studio workspace is only accessible to staff, instructors and registered students. NO GUESTS ALLOWED. The galleries and office are open to the public between 9 am - 4 pm, Monday - Saturday, unless otherwise noted. Tours of the facilities & studio may be provided by staff only.



For your own safety, and the safety of others, please do not allow unknown visitors into the studio. If suspicious persons should enter the reception, studios, or the bathrooms, consult the staff if available, or call 911. Advise all unknown visitors to check in at the front desk.

Toxic art materials or materials requiring ventilation cannot be used inside the building. FAILURE TO ADHERE TO THIS POLICY WILL RESULT IN BANNING FROM THE STUDIO AND/OR TERMINATION OF AN INDEPENDENT CONTRACTOR AGREEMENT. Any items that require ventilation need to be used outside with protective equipment. If you are unsure about the material you are about to use, then ask the Director of Education.

Flammable and Hazardous materials should be marked and properly stored.

The Fire Extinguisher in the studio is located by the kiln room. The facilities are equipped with a sprinkler system.

A First Aid Kit is located on the wall next to the yellow countertop sink.

#### MAINTENANCE

Instructors and Students should keep all Art Center equipment clean and in operable condition. If any piece of equipment is not working properly, report this to the staff. DO NOT attempt to repair the equipment (including tools, bathrooms, lights, etc.).

Instructors and Students must clean up after themselves and return tools back where they belong. Brooms and brushes as well as a mop and bucket and all other cleaning supplies are readily available upon request to staff. While Instructors and Students may move equipment to where they need it for use, they must return the equipment to its proper location after use.

*Trash:* All food waste must be carried out with you! Do not throw any food waste in our waste bins. If you fill up a trashcan, take the trash out to the trash bins located on the South side of the building next to the loading dock driveway.





## \_\_\_\_ STUDIO SUPPLIES AND MATERIALS

*Tools:* The Quincy Art Center provides Instructors and Students with some tools for various disciplines. All of these tools are available for use however, **NO ONE IS ALLOWED TO USE ANY TOOLS OR EQUIPMENT THEY DO NOT KNOW HOW TO USE.** Instructors and Students have the responsibility of asking for help from the Director of Education or their Instructor with any tools that they do not know how to use. The Art Center will not be responsible for any damage to your work or yourself resulting from the use of equipment you did not know how to operate. The Instructor or Student will be held responsible for damages to Art Center equipment and tools if they were used improperly or without knowledge of its proper use. Instructors and Students are responsible for keeping tools in good condition while using them, cleaning them, and placing them back in their place after use. No Art Center tools or equipment may be kept on personal shelves. They must be cleaned and returned after each use.

**THE CERAMICS KILNS ARE NOT TO BE USED OR FIRED BY ANYONE OTHER THAN THE DIRECTOR OF EDUCATION OR CERTIFIED INDEPENDENT CONTRACTORS.**

Do not use materials that belong to others without their permission.

Instructors and Students may use additional materials brought in from their personal inventory, as long as they adhere to the **SAFETY AND SECURITY** guidelines. Any materials and supplies not currently in stock at the Art Center, are the sole responsibility of the Instructor or Student for their own individual work. The Art Center may provide some free, recycled, or donated supplies for everyone to use when available but the studio does not have the responsibility to purchase Instructor or Students additional supplies.

If you want to donate any of your surplus supplies to the studio, please notify the Director of Education. All donations must be approved with the proper forms filled out.

*Toxic art materials (Reprised):* Toxic art materials or materials requiring ventilation cannot be used inside the building. Any items that require ventilation need to be used outside with protective equipment. If you are unsure about the material you are about to use, then ask the Director of Education. **FAILURE TO ADHERE TO THIS POLICY MAY**



RESULT IN BANNING FROM THE STUDIO AND/OR TERMINATION OF THE INDEPENDENT CONTRACTOR AGREEMENT.

*Glazing Pottery:* Non-Art Center glazes that will be fired in the Art Center kilns must be approved by the Director of Education prior to use. ALL glazed items being fired in the kiln must be placed on a flat slab of clay measuring 1" beyond your piece. Instructors and Students are responsible for making their own slab. NO UNAUTHORIZED USE OF THE KILN.



THE ABOVE PAGES MUST BE INITIALED AND THE FOLLOWING RELEASE FORM SIGNED BEFORE YOU ARE ADMITTED TO THE USE OF THE STUDIO.

Acknowledgement, Release and Waiver of Liability

The undersigned hereby agrees:

1. I have read the Studio Policies and Procedures;
2. I am aware of the requirements for proper use and maintenance of all Quincy Art Center equipment, facilities, and supplies.
3. I will indemnify the Quincy Art Center and will be responsible for payment of damages caused to Quincy Art Center studio, equipment, facilities or supplies because of my improper use or improper maintenance.
4. I acknowledge that the Quincy Art Center is not warranting the equipment, facilities or supplies are fit for any particular use or purpose and that I am not required to use the equipment, facilities or supplies available at the Quincy Art Center.
5. I further acknowledge that I use Quincy Art Center equipment, facilities or supplies with the full knowledge of its conditions and that I expressly assume the risk of injury or harm or the loss or damage to personal property that may be sustained from use of the Quincy Art Center studio.
6. On behalf of myself, as well as my heirs, administrators, executors and assigns, I hereby release and forever discharge and hold harmless Quincy Art Center, as well as its officers, directors, employees or agents, from any and all claims, demands, causes of action, of whatever kind or nature, either in law or in equity, arising from, or in any way connected with my possession or use of the Quincy Art Center studio, equipment, facilities or supplies, including, but not limited to, claims arising out of negligence.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name





**Release for Students Under 18.**

I/We have legal custody and/or legal guardianship of \_\_\_\_\_  
(student), a minor. As Guardian of student, I/We do hereby consent to student's use of the Art Center studio. I/We agree jointly and severally to indemnify the Quincy Art Center and to be financially responsible for damages caused to Quincy Art Center studio, equipment, facilities and supplies because of student's improper use or improper maintenance. I/We affirm that student is covered by primary medical insurance and I/We are responsible for student's medical bills, if any injury occurs. I/We understand that student's activities at the Quincy Art Center studio may be inherently dangerous to student and I/We expressly assume the risk of injury or harm of student from use of the Quincy Art Center studio, equipment, facilities or supplies. I/We release and forever discharge and hold harmless Quincy Art Center, as well as its officers, directors, employees, or agents, from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which may arise from the use of Quincy Art Center studio, equipment, facilities, and/or supplies, including, but not limited to, claims arising out of negligence.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name