



## Open Studios

### **Policies, Procedures and Guidelines**

To use the Open Studios Facilities at the ahha Hardesty Center, you are required to be familiar with and adhere to the printmaking, metals, and suite and darkroom policies, procedures and guidelines. Chemicals, tools, and materials can be dangerous if not used properly.

**Any violation of safety procedures may result in the loss of access to the facilities. Possession of illicit drugs or weapons, abusive behavior, or intoxication will result in immediate suspension of access to Open Studios.**

#### **General Guidelines**

1. Studio Supervisors are here to assist you and to monitor the Creative Labs for safety. However, the intent of this program is to ensure community access to our equipment, not provide instruction or professional services. Studio Supervisors may decline to help with projects at their discretion.
2. If you do not know how to use something, ASK. Please do not use any materials, equipment, or chemicals without knowledge of proper use.
3. All ahha equipment and supplies are to be treated with respect. If something does break, tell the supervisor; any broken equipment is not to be used.
4. All hazardous conditions and accidents are to be reported to the supervisors.
5. Shoes must be worn at all times inside the Open Studios Creative Labs. No sandals are to be worn in the Creative Labs 1 and 2 or the Photography Suite.
6. When working in the Open Studios, be considerate to others' workspace and their artwork.
7. Good housekeeping is a must in keeping the equipment in good working order. Working areas and equipment are to be cleaned and put back in order at the end of each work session.
8. No food or drinks in the Photography Studio or Media Lab. NO SMOKING (including e-cigarettes) or possession of illicit drugs inside the ahha Hardesty Center.
9. Arrive a minimum of one hour before closing. This allows time to set up, work safely and properly, and finish any work begun during each session.
10. All Open Studios users must leave at the time Hardesty Center closes. Please allow yourself enough time to clean up, so that you can leave in a timely manner.
11. Comply with the request of the staff, especially at closing time and during emergencies (severe weather, power outage, fire, etc.)

#### **Darkroom Guidelines**

1. If chemicals get into your eyes, use the eyewash station immediately.



2. All water on the floor is to be cleaned up immediately. Report any spills to the supervisor.
3. Non-latex gloves and aprons are available for use when processing film or developing prints.
4. Wash your hands with soap and water after processing film and developing prints.
5. Tongs must be used when developing prints.
6. Moving parts on the enlargers do not need to be forced when changing the height of the enlarger head. If you are unsure on how to use pieces of equipment, please check with the supervisor.
7. Before using an enlarger workspace, ask other visitors and/or the supervisor if someone is in the process of making a print in that workspace.

### **Lighting Studio Guidelines**

1. The Lighting Studio can only be used during scheduled times or on a first-come, first-served basis. Please clean up in a timely manner in case someone else has reserved the time directly following your scheduled usage.
2. If a visitor does not arrive on time for scheduled usage, the Lighting Studio will be held for 15 minutes and then the reservation will be canceled.
3. Both photographers and models must pay the Open Studios fee.
4. To ensure that the Lighting Studio is accessible to all, ahha will suspend Lighting Studio reservation privileges after two no-shows.
5. If you are using ahha cameras and SD cards, please have a storage device or online storage system prepared in order to save your images.
6. DO NOT change settings on the lighting power pack without guidance from the supervisor. Improper settings could potentially cause hazardous electrical problems.
7. DO NOT change backdrops alone. Ask the supervisor, who will help set up the correct backdrop.

### **Media Lab Guidelines**

1. Save your files to a storage device or online storage system. Files saved to the computers are deleted every Sunday.
2. Ahha staff MUST be present for all printing. DO NOT use any printers without permission and guidance.
3. DO NOT attempt to clean the scanners. Ask a supervisor/instructor if the scanner needs to be cleaned.
4. You may not use the computers to access illicit, illegal, or violent material.
5. Do not download new apps without supervisor permission.



## Open Studio Facilities Use Agreement

To be granted the privilege of using the facilities of the ahha Hardesty Center (ahha) Open Studios facilities, you are required to be formally oriented to the safety regulations governing the use of the tools, materials and techniques associated with the Open Studios facilities.

I, \_\_\_\_\_, recognize that equipment and products available for my use in the Open Studios facilities can be dangerous if not used properly or in a safe, intelligent manner.

I hereby acknowledge that I have had a formal orientation to the safety regulations governing the use of the tools, materials and techniques associated with the Open Studios facilities. I acknowledge that I have read the available safety sheets to acquaint myself with the tools, materials and techniques associated with the Open Studios facilities and the safe use of said tools, materials, and techniques. Further, I agree to abide by all of the safety rules, safety procedures of which I have been informed through reading, lectures and demonstrations; further I agree to exercise common sense when operating in the Open Studio facilities.

Violations of any safe working practices may cause the loss of the privilege.

Further, I declare by my signature below that:

1. I am aware of the risks associated with using the tools, materials and techniques associated with the Open Studios facilities.
2. I declare that ahha, **its employees, its agents, trustees, or its assignees** will not be held liable for any damages or injuries to me or my as a result of negligent or reckless use of tools or materials in the Open Studios facilities.
3. I declare that I will hold harmless ahha, **its employees, trustees, and its agents** for any claims, including claims by third parties, and for all costs (including attorneys fees and damages) associated with defense of any claims arising out of my choices as described above.
4. I declare that my signature is similarly intended to bind my family members, spouse, heirs, assigns, and personal representatives.

I am at least 18 years of age and fully competent; and I execute this agreement for full, adequate and complete consideration, fully intending to be bound by the same.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Artist Signature*

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Guardian Signature (if participant is under 18)*

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Staff Signature*