

# Skylight and Print Studio Policies

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## Welcome to Kirkland Arts Center

In order to provide a clean, safe and enjoyable place in which to work, please abide by the following to ensure that every student's creative experience is a positive one.

**CLEAN UP---The studios are communal work spaces.  
It is *vital* that all students clean up after themselves at the end of each class.**

Cleaning up includes: **wiping down your entire work area (tables, easels, sculpture stands and the floor)**. When working with paint or charcoal, cover the easels and tables with paper/plastic (cheap plastic table covers or paint drop cloths work great and are reusable) and clean all equipment meticulously after each session in consideration of other students.

Please return all equipment (easels, sculpture stands, drawing horses, tables and chairs) to the storage closet, or stack them neatly in designated areas.

**Brushes may only be washed in the Skylight Studio janitor closet sink.  
Do not use the kitchen sink to clean brushes!**

**Printmaking brayers are to be cleaned with vegetable oil only.  
Do not use soap or Simple Green.  
Brayers must be stored metal side down (on their backs).**

## HEALTH AND SAFETY

Instructors will discuss materials safety and use with students. Three books are available for reference in the KAC resource library in the 3<sup>rd</sup> floor Turret Room: *The Artist's Complete Health and Safety Guide* by Monona Rossol, *Artist Beware: the Hazards of Working with All Art and Craft Materials*, and *The Precautions Every Artist and Photographer Should Take* by Michael McCann. Online resources include [www.acminet.org](http://www.acminet.org) and [www.caseweb.com/acts/index.html](http://www.caseweb.com/acts/index.html).

- All accidents and/or injuries occurring during class or Open Studios must be reported to instructors and staff ASAP in order to complete accident report forms.
- Basic first aid kits are available for minor injuries in the kitchen and the ceramics studio.
- In the event of an earthquake, students and instructors are advised to get underneath the tables and hold on to a table leg if possible, or move to an inside corner of the room.
- KAC is a smoke free environment. If you choose to smoke, please do so outside the building, at least 25 ft away from any entryways and dispose of extinguished cigarette butts in trash.
- Alcohol use is not permitted by anyone under the age of 21.

## HEATERS/HAIRDRYER---One heater or hairdryer per outlet!

This prevents overloading of the Fuse Board within the Skylight Room. **DO NOT plug space heaters into power strips or extension cords because this is a fire hazard.**

## STORAGE SPACE

Storage space is limited. There is a painting rack for classes to share in the Skylight Room and limited shelving in the Print Studio for printmaking students. Please make arrangements with your instructor to designate spaces, or else take your work home. Because student storage space is communal, it is important to label your work, and to remove all work at the end of each quarter. Work that is not taken home within one week after the last day of class will be considered unwanted and will be disposed of.

**Kirkland Arts Center is NOT RESPONSIBLE for items left in the communal storage.**

### **\*\*NO OIL PAINT OR SOLVENTS DOWN THE SINK\*\***

Hazardous chemicals poured down the sink lead directly to storm sewers, bypassing sewage treatment. These chemicals pose a **serious health threat** to aquatic animals and humans alike. Hazardous dumping is illegal. KAC can be held liable for hazardous materials use and disposal.

Due to the number and range of students we have a mandatory solvent policy at KAC.

**Gamblin Gamsol Mineral Spirits and Daniel Smith DS SOL** are the **ONLY** solvents used at KAC.

The Environmental Protection Agency recommends using separate brushes for separate colors, rather than using solvents to switch colors. When cleaning brushes, please use nontoxic alternatives. Use rags to clean brushes thoroughly, then apply a brush conditioner like "The Masters" Brush Cleaner and Preserver, Murphy's Oil Soap, or Linseed oil. The *Art and Creative Materials Institute, Inc.* provides information about certified nontoxic or less hazardous paints and solvents. (See [www.acminet.org](http://www.acminet.org))

Place all oily rags or paper towels in the **red safety can in the Skylight Studio**. If the red safety can is full, please notify a staff member. Solvents must be stored in a non-reactive (glass jars with metal lids are best) labeled container, kept covered when not in use, and **NEVER** dumped in the sink. Dirty solvent may be added to the recycling jar located in the Skylight Studio janitor closet. Students are welcome to use the recycled clean solvent when available. Notify your instructor if these jars are full. Please use the tools provided to transfer solvent and immediately clean up any spills. KAC water containers and paint trays should be rinsed clean and placed in the drying rack after use. Please return any borrowed equipment to its original location. Please try to conserve water while cleaning up your tools.

## OPEN STUDIOS

**Life Drawing:** Work from a live model during this drop-in drawing or painting session in the Skylight Studio. Life Drawing is open to the public, participants must be 18 yrs of age. Sessions are \$15 per person per session. Models may be nude. There is no instructor; sessions are run by volunteer facilitators. Sign ups required due to capacity restrictions. See the KAC website for more information.

**Painting & Drawing Open Studio:** Work on your own painting or drawing projects in the Skylight Studio space. Painting & Drawing Open studio is not a class and no instruction is provided. Painting & Drawing Open Studio is available to currently enrolled students only. Please see our website for more information.

**Printmaking Open Studio:** Work on your own printing projects in the Print Studio during designated times. Open studio is monitored by KAC staff; Open studio is not a class and no instruction is provided. Printmaking Open Studio is available to currently enrolled students only. There is no charge. Sign ups required due to capacity limitations. More information available on our website and via your instructor.

All Painting, Drawing, Printmaking and Life Drawing Open Studio participants are responsible for cleaning up their workspace thoroughly and returning all equipment and tools to their proper place. **Students are not allowed to work at KAC during unscheduled times.**

## **CANCELED CLASSES**

Notice of cancellation is made only via **EMAIL** and students should be in the habit of regularly checking their email. Our class calendar is posted on the website with holidays that KAC is closed. If class is canceled for any reason, **students will be notified via email to the email that is attached to their student account and given at the time of registration** If possible, a makeup class may be scheduled at a later date. If not, students will receive a prorated refund for the canceled class.

## **LIABILITY**

The Kirkland Arts Center welcomes students of all ages and abilities. Occasionally, a class may stipulate a minimum age requirement due to the skill level required or the sensitive nature of the class (i.e. adult figure drawing classes). Physical space is limited, and levels of student knowledge vary widely. Instructors are urged to orient all students to safety, storage, and technical issues, but students are responsible for their own safety and are asked to respect the KAC classrooms and environment.

**Thank you for being part of Kirkland Arts Center.**

## **QUESTIONS?**

***Technical questions:*** contact your instructor.

***Registration or scheduling inquiries:*** contact the Education Team at registrar@kirklandartscenter.org