

General Studio Policies

Welcome to Silvermine!

The following Studio Access policies help to create a positive working atmosphere for our entire community. The policies exist for the safety of our staff, visitors and for you, our working artists – and to ensure the efficiency and proper utilization of the studio's resources.

All individuals working in or visiting the studio must familiarize themselves with these policies. All studio scheduling is at the discretion. Students attending programs at Silvermine are permitted to utilize the facilities during scheduled class times only and must adhere to the general policies set forth below.

Arrival / Set Up

Silvermine staff must be allowed the time to setup the studio before class starts. If studio set up is complete, students may enter the classroom up to 15 minutes before their class time to prepare for class.

If the setup is **not** complete, students must remain outside of the classroom until permitted to enter.

For the safety of students aged 16 or younger, parents are required to drop off students at the studio location. Youth students may not be dropped off in the parking lot.

Equipment Usage

Students must follow all safety protocols and guidelines provided for each piece of equipment and report any malfunctioning equipment immediately to the instructor or studio manager. Students must also use appropriate Personal Protective Equipment (PPE) when handling materials and equipment.

Clean Up / Departure

- Our studios are multi-use spaces operating 7 days a week. All spaces must be left clean, swept, and tidy at the end of each class. All items used in class must be returned to their original location, including extension cords, safety equipment, raw materials, and projects.
- Any paint on the floor, tables or easels must be wiped clean
- It is imperative that neither paint nor solvents are poured into the sinks. If you are unsure of the right way to clean your palette or brushes, please speak to your instructor
- Students must follow all policies set forth by Silvermine, the instructor and Studio Manager. Students will respect the workplace and artwork of others and keep noise levels to a minimum to maintain a conducive working environment.
- Silvermine is not responsible for lost, stolen, or misplaced items. Please be sure you check all areas of the studio where you may have worked before leaving for the day.
- Please be mindful of our energy usage and be sure to close all doors & windows upon your exit
- Students assume all responsibility for any damages and/or loss incurred during, or as a direct result of, their use of the space.
- Students are expected to be prepared to exit the class on time. In the event that additional time is needed students must leave the classroom no more than 10 minutes after the scheduled end time of the program.

For the safety of students aged 16 or younger, parents are required to pick up students at the studio location. Youth students may not be picked up in the parking lot.

Studio Access

Unauthorized access outside of class hours is strictly prohibited. Studio access is restricted to authorized personnel only outside of class.

Storage of Materials in the Sculpture Studio

No works of art, artwork in-progress or raw materials may be left in the studios without prior authorization of the Studio Manager and/or School Office. Students will take home all projects (finished and unfinished) and materials whenever possible throughout the session/lesson. Any student work or raw materials left after the course, workshop or private lesson is completed will be removed from the studio and disposed of unless pre-approved by the Studio Manager or School Office.

End of Session Sculpture Storage

At the end of each session, workshop or private lesson, any materials or projects that have not been approved to be stored by the Studio Manager will be discarded.