

SAA 2D Studio/Darkroom Studio Policies:

(A copy of these guidelines is posted on the door as well as online, for future reference.)

Emergencies:

- Dial 100 or 3-1212 from any campus phone. Dial 617-253-1212 from a cell phone. The 2D studio is W20-425 and the darkroom is W20-426.
- Information on what to do in various types of emergency situations is posted by the door leading out of the studio.

By enrolling in a class at the SAA, students agree to adhere to the policies and best practices of the SAA. Problematic or disruptive behavior may result in loss of class and studio privileges and/or future participation in SAA programs.

Your ID will not be cleared for studio access until after you have attended your first class meeting where this document will be reviewed along with other materials and equipment safety training. A physical signature is required to affirm your agreement with our policies and best practices. Multiple consecutive missed classes may result in the loss of outside of class studio privileges.

***Personal safety:***

- As of March 14, 2022, masks are not required but are strongly encouraged and appreciated. To participate in SAA classes/studio time, you must be registered in COVID Pass.
- There is no food and drink allowed in the SAA studios.
- Closed-toed shoes must be worn in the darkroom at all times.

***Access and room use:***

- The SAA studios maintain the same schedule as W20 and are open from 6am-11pm during the summer term except on holidays when the building is closed. Those registered for SAA classes who are also in COVID Pass are welcome to use the space independently ***as long as another class is not in session.***
- Studio schedules will be posted on the doors and online at the beginning of each term.
- Before you leave, please do a quick visual check of the studio; make sure there are no materials, tools or furniture that have been left out.
- Always label work that you are putting in the drying racks with your name and the term.

***Materials and equipment safety:***

- Never attempt to use equipment or materials that you have not been trained to use *in our studio*.
- The use of solvents, mineral spirits, turpentine, varnish, spray paint, spray adhesive, or anything else with a toxic or otherwise strong odor is not permitted in the SAA studios. Our building and rooms are not adequately ventilated to allow for safe usage of these materials. Please check with your instructor if you have any questions.
- Always clean up after yourself. The studio should be as clean or cleaner than you found it. This includes covering tables with newsprint before you start working and wiping down tables and chairs when you are finished working. Everything you get out must be returned to its storage area.

To clean your oil paint brushes and printmaking tools:

- Remove as much residual paint as you can with a palette knife onto your palette, then remove the rest with a paint rag or paper towel. You can use a little bit of oil to make the process easier.
- After removing the paint, bring your brushes to the sink and use soap and water to clean the bristles.