

# OWATONNA ARTS CENTER

## Studio Policies

### *OAC Codes of Conduct*

1. No unsafe usage of Tools & Materials.
2. No Profanity.
3. No Sexual Misconduct.
4. No unauthorized usage of Alcohol in studio space proper.
5. No Individuals under the effects of drugs.
6. No unsupervised children allowed in the studio spaces.

### *Safety*

1. Students must be approved by the instructor to use specific tools.
2. Only Studio Manager are to Operate Kilns (Instructors are under the authorization of Studio Manager)
3. All tools must be returned to their proper place after usage.
4. Tools to be operated in a manner of their specified usage..
5. Unsafe practices deemed by Arts Center Staff warrants the students studio privileges removed.
6. Tools used only in specified areas.

### *Materials*

1. All materials require MSDS (Material Safety Data Sheets).
2. All Materials require OAC approval prior to usage or entrance to OAC property.
3. Be considerate to those in the space that you share as fellow members.
4. Clean up studio after each usage is required.
5. OAC clay may be purchased via the OAC Staff.

### *Open Studio*

1. Authorized personnel only.
2. OAC sponsored workshops and classes take precedence over open studio times.
3. Clean up after open studio hours.

### *Projects*

1. Storage of art projects, art materials, and tools, are permissible for current students and instructors only.
2. Both instructors and students must remove all material within a two weeks period after the final class session.
3. All materials and tools must be preapproved by the Owatonna Arts Center.
4. Removal dates to be posted each session.
5. Property left two weeks after close of the current session will be duly the property of the Owatonna Arts Center.
6. No production studio operations.

### *Fees*

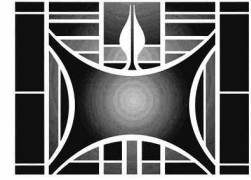
Payments for all materials, workshops, classes, and memberships are required prior its usage.

### *Storage*

OAC has limited small storage spaces for educational participants. One small storage space is available to each currently enrolled student. It is provided as a privilege

### *Safety Gear*

Safety equipment appropriate for the media is required. Please use appropriate masks matched with material particulates (See MSDS). Report all malfunctioning equipment to the OAC staff immediately. OAC Staff may at any time dismiss students or members for noncompliance.



**OWATONNA  
ARTS CENTER**

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