

## General Studio Policies

All studio scheduling is at the discretion of Silvermine Art Center Administrative Staff. Students attending programs at Silvermine Art Center are permitted to utilize the facilities during scheduled program times *only* and must adhere to the general policies set forth below.

### Arrival/Set Up

If the studio set up is complete, students may enter the classroom 15 minutes before their class time to prepare for class. If the set up is not complete, students will remain to wait 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.

### Departure/Clean Up

Our studios are **multi-use spaces** operating 7 days a week. Students are expected to clean their individual spaces and be prepared to exit the class on time. In the event that additional time is needed students must be prepared to leave the classroom **no more than 10 minutes after the scheduled end time of the program.**

- It is imperative that neither paint nor solvents are poured directly into the sinks. If you are unsure of the right way to clean your palette or brushes, please be sure to speak with your instructor
- Please be mindful of our energy usage and be sure to close all doors & windows upon your exit

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.