



TEACHER'S INDOOR FACILITIES USE GUIDELINES

Including the Thomas Gallery, classroom and kitchen areas

Many thanks to all of you who are teaching at the Art Center! Please review the guidelines below. YOU are responsible to follow these guidelines and communicate them to your students. Assume they have no idea how to use the space; help them feel comfortable, welcomed, and also part of helping the center stay clean, safe, and enjoyable. We have a wonderful community art center to respectfully use and enjoy together. There are many people using this facility. It can stay clean and safe if everyone does their part to keep it so. Happy creating!

Classroom use:

- Protect any surfaces (tables or countertops) you and your students will be using. There are plastic tablecloths in the cupboards for this purpose. Also protect the floor if necessary (e.g., plastic sheeting).
- When moving large tables in and out or around and about the facility be mindful not to damage walls and doorways.
- If you borrow anything from the drawers/cupboards (e.g., scissors, paint, etc.), please clean and return them immediately after class. Do NOT use any materials from cupboards labelled for a specific use.
- Instruct students to clean acrylic and watercolor paintbrushes directly in the sink (not in the drinking mugs!) and to clean the sink thoroughly when done. Oil paintbrushes should be cleaned with Terpenoid and taken home for final cleaning. Make sure your students bring their own water/Turp containers, or provide them yourself.
- After class, please sweep the floor, clean all tables and surfaces, fold and put away plastic table covers. Leave the area better than you found it!
- LIBRARY: Please encourage the students to use our art library! Students may borrow and return books on the honor system.

Kitchen area use:

- Feel free to use the refrigerator, along with your students, during your class. Please do not leave any food in the fridge or kitchen area after class. Make sure any snacks are taken home.
- Unless labeled "off limits", feel free to use any teas/coffee supplies in the cupboard by the sink. Bring your own supplies for your students if possible.
- After class, please clean up the kitchen sink area: wash out sink and wipe counters. Do not leave any washed dishes in the sink drainer: wash, dry, and put them away.

Thomas Gallery use:

- The Thomas Gallery is often used for larger classes. If your class is taking place in the gallery, please make your students aware that they will be working around other artists' work. It is imperative they respect this artwork and take care not to damage it.
- Do not allow students to sit within 3 feet of any wall art or 3D piece to avoid paint or other mediums splattering or getting on someone's artwork. This is a critically important!
- Never move any art display in the gallery. If there is an unfortunate accident, please notify the office as soon as possible.

- Never move or redirect the gallery track lighting! Plan ahead – supply (or ask your students to bring) table clip lights or desk /floor lamps if you feel your students need better lighting.
- Return all chairs, benches and the docent desk to where you found them. Put away any extra table you used, sweep the floors and leave the blinds in the up position. Remember to turn off all lights and the overhead fan.

Office area use:

- Feel free to introduce students to this gallery space; show them where teachers/artists have their business cards and where the center has various brochures, etc.
- The computer desk area is NOT to be used as a student workstation. However, teachers may use the desk when registering students or making sales.

Thanks again for your caring, creative teaching and for doing your part to keep the Art Center safe, clean and enjoyable!

SCMAC Board of Directors