

# Welcome to the Condell / Mixed Media Studio

## Studio Expectations

- **CLEAN UP** after yourself at the end of class. Please return things where they were found. This includes supplies borrowed: brushes, paint, palettes, bowls, etc. Please brush off or wipe down the surfaces you use such as the table and easels.
- **LABEL:** Please ensure your name is on the bottom of your work or supplies you leave in the studio. Any containers left in the studio must be labeled with your name and name of the liquid: such as water, turpentine, or etc.
- **STORAGE:** There is a wooden drying rack along the east wall of Condell Studio that is available to current students to store artwork, canvases, paper, and etc. Please ensure your name is written on your art and materials. In the Mixed Media Studio, wire racks under the windows and print drying racks are available for work to dry during class sessions.
- **STORAGE OF HAZARDOUS SUPPLIES:** Please store turpentine in the safety storage cabinet for flammable liquids, which is located in the Mixed Media studio room on the east wall.
- **DISPOSING OF HAZARDOUS WASTE:** Please dispose of turpentine in the Protectoseal safety can that is located near the sink in the Mixed Media studio. Paper towels or plates that have hazardous materials such as oil paint should be disposed of in the red trash can located near the sink in the Mixed Media studio.
- **RESPECT:** Do not touch any other student's shelf, tools, or artwork. Respect is essential in our shared space. Please don't risk accidentally breaking or smudging someone else's hard work.
- **POSITIVITY:** Negativity directed at your work, yourself, or anyone else in the studio isn't productive. Keep it about the love of learning and have some fun! We're here to help you succeed!

## Damaged Work Policies

- Try as we might to prevent them, accidents happen. If your work should ever suffer damage due to forces outside of our control please know that we did not damage artwork on purpose but we are still sincerely sorry for your loss.

## Missed Class Policies

- Classes skipped by students voluntarily for vacation or other pre-planned events can not be made-up free of charge. Students are welcome to pay hourly for open studio time.
- Class hours missed due to medical or family emergencies can be made-up at open studios. Please notify your instructor of illnesses or emergencies upon returning to class. Instructors will notify the Education Director of excused absences for recordkeeping.

## **Injury or Emergency Policies**

If there is an emergency, **call 911**.

- Notify the instructor
- In case of injury,ask for an accident form to fill out date, time, and accident report.
- In case of burn or minor injuries
  - The first aid kit is located above the sinks in both studios.

## **End of Session Student Responsibilities**

● All finished artwork must be picked up from the studio before the start of the following session.  
Students are responsible for their own work. Cell phone pictures can help keep track of personal inventories.

## **Open Studio Policies**

● **Open Studio is \$10 per 3 hour period.** Pay by Exact Cash or Check in the drop box just inside the South door; pay by Credit Card online or in the SAA Front Office. Change for larger bills is available at the desk in the SAA Front Office.

## **Staff Contact Information**

Please, let us know if you have a problem, concern, or extra showering of well-deserved praise.

**Education Director:** Erin Svendsen - [education@springfieldart.org](mailto:education@springfieldart.org)

**2D Studio Manager:** Ashlynn Frey - [edassist@springfieldart.org](mailto:edassist@springfieldart.org)