

POLICIES FOR STUDIO USE

We are pleased to provide the Nova Scotia Center for Craft and Design Studio's for your use. This program has been successful as a result of the cooperation and ongoing communication with all the studio users. It is our hope that all artisans feel they can work here in an atmosphere of respect for one another as well as for the facility. We do ask that these Policies for Studio Use are followed. If you have any questions regarding the studios please contact the Studio Coordinator, Alexis Doiron at 492-2524.

- Studios are not available for purely business purposes
- Prior to using the facilities artisans must be approved as a studio user and have an approved Studio Request Form outlining the specific project being completed.
- Studio users must sign a Liability Release Form which will be kept on file.
- Studios are to be kept clean and orderly. All equipment must be put away after use in their proper spots. **Clean up after yourself.** Please report any spills to the staff.
- Studio users are asked to notify staff of any loss or breakage to equipment or equipment in need of maintenance. This ongoing communication will help us to keep the studios in good working order.
- Studio Users who have been approved to use the studio must sign in any guests at the front desk. Guests are welcome to pay short visits to the studios; studios are intended as work spaces not gathering places. Studios users are responsible for the conduct of any guests. Guests are not to use any equipment or work on a project unless they are approved as a studio user and have an approved Studio Booking Request Form.
- There is **NO SMOKING or ALCOHOL** in the building, whatsoever.
- Staff at the Nova Scotia Center for Craft and Design has the right to refuse access to studios at any time if they assess any safety or security risk.
- The Centre reserves the right to establish further Policies on Studio Use which will be communicated to all studio users.