

## **START Studio Best Practices:**

(A copy of these guidelines is posted on the door in the studio, for future reference)

### **Best Practices:**

- The START Studio is open 24 hours a day, 7 days a week, during the fall, spring, and summer terms. There is no outside of class studio time during IAP for those taking SAA classes. Students taking SAA classes are welcome to use the space as long as there are **no scheduled class meetings or studio reservations during that time**.
- Studio schedules will be posted on the door at the beginning of each month. For terms with outside of class studio time, your ID will not be cleared until you have attended your first two class meetings, where studio guidelines, safety procedures, and work practices will be covered. Multiple consecutive missed classes may result in the loss of outside of class studio privileges.
- Always clean up after yourself. The START Studio is a flexible makerspace, and needs to stay clean enough to be used for a variety of processes throughout the day. Always leave the studio cleaner than you found it.
- Never attempt to use equipment or materials you have not been trained to use **in our studio**. If you are ever uncertain how to use a piece of equipment, ask the instructor or studio monitor.
- SAA students may not use START Studio equipment or materials that are unrelated to their course.
- Closed-toed shoes must be worn in the studio at all times.
- Please remember that our studios are shared spaces and accommodate 180+ students each term. As a student, you are expected to respect other students, their work, and the SAA/START Studio policies.
- By enrolling in a class at the SAA, students agree to adhere to the policies and best practices of the SAA. Problematic or disruptive behavior may result in loss of class and studio privileges and/or future participation in SAA programs.

### **Emergencies**

- Information on what to do in various types of emergency situations is posted by the phone next to the door leading out of the studio.
- The first aid kit is on a shelf next to the studio light switch
- To reach campus police, dial 100 from any campus phone. Dial 617-253-1212 from a cell phone. The START Studio is room W20-429.