

SAA 2D/Darkroom Studio Best Practices:

(A copy of these guidelines is posted on the door as well as online, for future reference.)

Best Practices:

- The SAA studios are open 24 hours a day, 7 days a week, when classes are in session. Students registered in SAA classes are welcome to use the space ***as long as there are no scheduled class meetings during that time.***
- Studio schedules will be posted on the doors and online at the beginning of each term. Your ID will not be cleared for studio access until after you have attended your first class meeting where important studio guidelines and safety procedures will be covered. Multiple consecutive missed classes may result in the loss of outside of class studio privileges.
- Always clean up after yourself. The studio should be as clean or cleaner than you found it. This includes covering tables with newsprint before you start working and wiping down tables and chairs when you are finished working. Everything you get out must be returned to its storage area.
- Always label work that you are putting in the drying racks with your name and the term.
- Never attempt to use equipment or materials that you have not been trained to use *in our studio*, including the spray booth. Please note that spray painting is not allowed in the studio, even in the spray booth.
- No food or drink is allowed in the darkroom.
- Closed toe should be worn in the SAA studios at all times.
- The use of solvents, mineral spirits, turpentine, varnish, or anything else with a strong odor is not permitted in the SAA studios. Please check with your instructor if you have any questions about materials.
- 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 studios.
- 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 door leading out of the studio.

FOR QUICK REFERENCE:

- Dial 100 or 3-1212 from any campus phone. Dial 617-253-1212 from a cell phone. The 2D studio is W20-425 and the darkroom is W20-426.

