

THE CONTEMPORARY AUSTIN ART SCHOOL STUDENT AGREEMENTS

The Contemporary Austin Art School is committed to fostering an environment of mutual respect. Students, faculty, and staff at the school agree to uphold the core values of The Contemporary Austin. Our seven core values are: extending the welcome, being socially mindful, always caring, staying curious, making progress, and trying new things. [To learn more, visit our website here.](#) By participating in our programs, students and parents agree to follow these standards. Failure to comply with the agreements below may result in removal from the program and forfeiture of all fees paid.

1. Students are invited to enter the classrooms/studios 15 minutes prior to the start of their class or open studio time slot. Studios will be closed between classes and unlocked 15 minutes before the start of class and locked 10 minutes after class ends. Students are asked not to enter classrooms, even if found unlocked outside of these stated windows of time. Please do not prop open doors.
2. If the front gates to the property are closed (whether locked or unlocked) students are not permitted to let themselves in. If your class is about to start and the front gates are not open, please call this number: 512-323-6380.
3. Work made at the Art School is intended for personal use. These are community studios therefore we cannot guarantee the safety of artwork left in the studios or placed in the kiln yard to be fired.
4. Students are asked to clean their space BEFORE the end of the class time (not after class has ended.) All studio equipment must be cleaned and stored in the proper areas after each class. Tables and sinks need to be wiped down at the end of each class or when you are finished working. Please be prepared to leave the studio by the end of the class time.
5. Students should not use equipment that they have not been trained to use. Ask staff for training on any equipment you are unfamiliar with. This includes the extruder, slab roller, wheels, printing press, computer equipment, hand tools, welders, saws, and grinders. If a piece of equipment breaks because it was used without prior instruction, the student could be liable for any damage caused.
6. We reserve the right to use photographs of students and their artwork in The Contemporary Austin's promotional materials. Opt-out forms are provided to parents and students who prefer not to have their or their child's photograph taken or used in this manner.
7. Guests and pets aren't permitted to enter the studios. Service animals are permitted as defined by Texas law.
8. Students will adhere to all drug and alcohol policies (listed below).
9. Students are not permitted to touch the kilns, including opening or closing the doors or lids. Only trained staff load, unload, and fire the kilns.

POLICY ON ALCOHOL AND DRUG USE

(For the entire school)

Consuming alcohol:

The studio environment contains potentially dangerous materials and equipment. Students, staff and instructors should not consume alcohol before or during class. *Students are strictly prohibited from being under the influence of alcohol during any Art School class.

*The only exception to this rule being: on the final day of class, instructors may choose to have an end-of-class celebration with a selection of food and drink (not provided by the school). This is only allowed on the final day of class and only if consumed in moderation by students at or above the legal drinking age. Any requests for additional exceptions to this policy must be made to the Art School at least two weeks ahead of the relevant event or class.

Prescription drugs:

Students are encouraged to consult with their doctor or pharmacist concerning any prescription drugs that may impact your ability to work safely with any machinery, tools, materials, or equipment.

Illicit drugs:

Illicit drug use, as defined by state law, is strictly always prohibited at Laguna Gloria, the Jones Center, or any other location where our classes are being held.

TCA ART SCHOOL STUDENT AGREEMENTS – CLASS SPECIFIC

(Ceramics classes)

1. Students may only sign up for 1 open studio time slot per week. Anyone signing up for more than 1 slot per week will automatically be removed from all registered time slots and will have to reregister. An open studio link will be sent out prior to each class and will be posted in each ceramic studio. Open studio times are only available for students currently enrolled in a ceramics class.
2. Picking up of work is only available Wednesday – Sunday during the museum's open hours of 9am to 3pm. The museum is closed on Mondays and Tuesdays each week.
3. Note that only work created during TCA ceramics classes can be fired at TCA. Anything made outside of a TCA class will not be fired here.
4. Production/commercial pottery (More than 8 pieces of the same form) is not permitted at any time for any class or open studio session. We endeavor to build a community school program and aren't suited for those looking to produce volume for commercial purposes.
5. All ceramic work will be held for 3 weeks after its final firing. Work not picked up by the date posted will be discarded. You will receive an email confirmation (per kiln load) once finished glazed work is fired and ready to be picked up.
6. Students are responsible for providing their own clay and tools beyond the supplied studio equipment. Only high fire clays can be brought and used in the studios. Anything other than high clays will not be fired.
7. Improper glazing or use of incorrect clay can cause damage to the kiln shelves. Students may be liable for any damage caused to the kiln due to improper usage of materials.
8. Due to space and the fragility of the work, holiday ornaments are not allowed to be made at the Art School.
9. Larger pieces, whether sculptural or thrown, may see a delay in firing due to size and capacity of the kilns.
10. Dust and sanding must be done outdoors over a trashcan. As much as possible, avoid sweeping in the studio to avoid kicking up hazardous clay dust. Instead, use a wet sponge to clean up your area.
11. Do not use anyone else's tools or clay without asking them for permission. Do not touch anything on the shelves (inside the classroom or outside in the kiln yard) that does not belong to you.
12. Kilns are fired when full. Your work will be fired as quickly as possible.
13. Very wet or damp clay will not be fired and will have to wait until the work is properly dried. Please keep wet work in the studio, on your classes shelf, until properly dried and then bring it out to the kiln yard shelves to be fired.
14. Please thoroughly clean all wheels, tables, tools, and equipment after use and wash up any spills, splatters, or trimmings that land on the floor.
15. If there is a serious incident, call 911 immediately

TCA ART SCHOOL STUDENT AGREEMENTS – CLASS SPECIFIC

(Fabrication classes)

1. Safety glasses must be worn in all areas of the shop when machines or tools are in use and as specified by the instructor. Safety glasses must always be worn under face shields and welding hoods. Prescription glasses are not rated for safety so a pair of safety goggles must be worn over the top of students' glasses.
2. Hearing protection should be worn in certain areas of the shop when loud equipment is in use, as specified by the instructor.
3. If you're generating a significant amount of metal dust or welding fumes, put on a mask or respirator.
4. Shoes that cover the entire foot must always be worn in the shop.
5. Long pants that cover the shoes must be worn at all times. No capris, shorts, skirts, dresses, or athletic pants are allowed in the shop.
6. Baggy clothing and jewelry should not be worn as it could become caught in equipment. Long hair should be properly secured so it doesn't get caught in machines.
7. No gloves can be worn when using the bench grinder.
8. Students are only permitted to work in the fabrication studio with an instructor present.
9. No running, boisterous behavior or horseplay will be tolerated in the shop.
10. Vises should be left with the jaws almost closed and the handles in the vertical position.
11. Student should obtain the instructor's permission before operating machinery. Do not use any tools or equipment without proper safety and use instructions. Please refrain from "fiddling" or playing with things that are lying out.
12. All work should be properly secured to the workstation before using hand or power tools.
13. Report any loose, broken or out of adjustment tools, machines, jigs and fixtures or if you hear an unusual noise coming from a machine or power tool, stop using it and notify the instructor.
14. Tools, equipment, jigs and fixtures should only be used in the way they are intended.
15. A guard must be attached to the angle grinder when using hard grinding disc or cutting discs.
16. Never test a tool for sharpness by touching its edge.
17. Finishing materials (paints, solvents, and stains) should only be in the proper location within the studio and used according to instructions. Brushes, rags and waste must be thoroughly soaked in water before promptly and properly being disposed of.
18. Report any injuries to the instructor immediately.
19. If you're about to fire up a loud tool in an otherwise quiet shop, let your shop mates know beforehand.
20. Students will alert each other of when they start welding by calling out "hoods down".
21. All students share the welding stations. Students will only enter the station when they are ready to weld.
22. Please only use unlabeled materials. All labeled materials have already been claimed by other students.
23. If you feel tired/unfocused/under the weather, consider not using power tools until you are feeling better and focused.

24. Do not carry hot metal across the shop or set it on anything other than the steel tables.
25. Abstain from eating food in the shop. Drinking plenty of water is encouraged, especially when it is hot.
26. Help keep the shop clean! Do your cleaning assignment and leave things neater than you found them.
27. If there is a serious incident, call 911 immediately.

TCA ART SCHOOL STUDENT AGREEMENTS— CLASS SPECIFIC
(Two-dimensional/Misc. classes)

1. Furniture must be put back neatly in its designated space by the end of class.
2. Easels must be stacked into 3 columns with 5 easels in each and chained to the wall with both cables.
3. Please remove work from drying racks before your class session ends.
4. Ensure proper training and that an instructor is present before using the print press. The inking table should only be used for printmaking classes.
5. Tables and sink areas need to be wiped down and dried at the end of each class.
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7. All oil paint and turpentine contaminated materials must be disposed of in the oily waste bins. Turpentine must be stored with an airtight lid in a glass container.
8. Toxic materials must be disposed of appropriately. Ask staff or faculty for proper disposal procedures.
9. If you are using iPads in your class, they must be returned to the computer cart at the end of each class. Students may be liable for any damage caused to the iPads due to improper usage of computers.
10. If you are taking a weaving class, looms and equipment must be returned at the end of each class session. Students may be liable for any damage caused to the looms or not returning the equipment that was checked out.
11. Clean up (paints and inks) - all paints and inks must be thoroughly cleaned off surfaces and soiled rags must be disposed of properly.

TCA ART SCHOOL STUDENT AGREEMENTS – CLASS SPECIFIC

(Children's classes)

The following policies reflect our concern for your child's physical welfare. Please read carefully and sign below. We cannot admit your child into The Contemporary Art School without a parent or guardian's signature.

1. The Contemporary Austin is NOT responsible for children/students before or after the hours for which they are registered for class. Parents and children are welcome to enter The Contemporary Austin classrooms at the program's stated start time. Tuition, however, only covers teaching time and does not include supervision before or after class hours.
2. No early drop-off or late pick-up. If there is a chance of arriving late, please call the Art School at (512) 323-6380. Students not picked up within 30 minutes after class ends may result in contacting APD for assistance. A \$5 base fee plus \$1 every minute will be charged to your account when there is a late pickup.
3. Children are under parental supervision and responsibility while on the museum's grounds before, between, and after classes.
4. Children ages 4-15 should be accompanied to class by a chaperone and physically signed in with the instructor. Any child that arrives to class without a chaperone will be unable to attend class. Chaperones must park on West 35th street – there will be no parking on the grounds of Laguna Gloria. We understand that parking can be busy on West 35th Street, so please give yourself ample time to find parking and make it to class on time. When parking, do not leave any valuables in your car. If you need accommodation, let us know and we will work with you.
5. For children ages 12-15, any deviation from the policy listed above requires a waiver to be completed by the parent or guardian and provided to The Art School staff well before class begins. Please fill out the waiver for your child in your online Active account. Any child under the age of 12 is ineligible for this waiver and must be signed in and out of class by a parent or guardian. Minors aged 16 and up do not require a waiver.
6. Please do not walk on the drive within Laguna Gloria's grounds. The grass and pedestrian pathways are provided for your use.
7. The Contemporary Austin reserves the right to require parents or guardians to withdraw a child from class for disruptive behavior at any time.
8. Any child experiencing diarrhea, fever or vomiting will be sent home immediately and may not return to class before the child goes 24 hours with no symptoms.
9. As parent/guardian, I individually and on behalf of my child, release and agree to hold The Contemporary Austin harmless from any and all liability and hereby assume all risk and responsibility and waive any claim or cause of action of any nature whatsoever arising on behalf of my child while at The Contemporary Austin or otherwise in the care of its staff. I further agree to indemnify and hold harmless The Contemporary Austin, its agents, employees or contractors, whether paid or volunteer, against any and all claims which may arise from any injury to said child while participating in this program. I have read and understand the above policy and agree to comply with its provisions.
10. In the case of an emergency involving my child, I understand that every effort will be made to contact me. However, in the event that I cannot be reached to make arrangements for emergency medical attention at the time of illness or accident, I hereby authorize The Contemporary Austin staff to call 911 to provide urgent care for my child and further authorize my child to receive medical treatment

from The Contemporary Austin selected medical provider as such medical provider deems necessary and appropriate.