



Policy Manual

01/28/2016

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Cash/Non-Cash Gift Agreement Instructions

The cash/non-cash gift agreement is a formal document that acknowledges cash/non-cash gifts to the Town of Leland/Leland Cultural Arts Center. All donations are subject to the **Town of Leland Donation and Memorial Policy**. As such, all potential donors should review the policy before completing the cash/non-cash gift agreement.

Qualifications

Gifts of monetary value entitle the Recipient to be stewards of the gift and to allocate the funds toward high priority needs or in the high priority need in the Donor's designated area of interest. In order to qualify as a gift, the Donor may not stipulate any type of deliverable or other performance (i.e. specific accomplishments, periodic or performance reports, etc.) as a requirement of receipt of gift. Inclusion of deliverables or other performance would constitute a restriction and would require the use of a Memorandum of Understanding or Fixed Price Contract as appropriate. The Donor may request that the gift be used for a specific Studio/Area within the LCAC and the Recipient will use all practical efforts to comply with the request.

Completion of Form Explanations

1. A space is provided to specify the Recipient Agency and the Donor's name and address.
2. Item 1 provides space for a specific description of the gift and the dollar value of the gift as indicated by the Donor. **The Town of Leland signatures serve only as an acknowledgement of receipt of the gift and do not represent concurrence with any stated value of the gift for income tax purposes; a certified appraisal may be required for validation of value for income tax purposes.*
3. Items 2 and 3 provide requirements for the gift.
4. Item 4 provides space for the Donor to specify if the gift is to be used for a specific purpose.
5. Item 5 provides space for the Agency unit affiliation.
6. Items 6 and 7 provide additional conditions of the gift agreement.
7. Routing and approval requirements are included in Item 7.
8. All applicable signatures must be obtained for the agreement to be in effect.
9. The Cash/Non-Cash Gift Agreement should be submitted to the Leland Town Manager/Leland Cultural Arts Manager.



Cash/Non-Cash Gift Agreement

Agreement

This cash/non-cash gift agreement made by and between _____ (Specify Agency) of the Town of Leland/Leland Cultural Arts Center, hereinafter referred to as "Recipient", and _____ whose address is _____,

hereinafter referred to as "Donor," hereby mutually agree as follows:

1. The Donor will provide a gift of cash or non-cash facility inventory (i.e. cabinets, sinks, tables etc.), equipment or materials specifically described as:

Identification No. _____ and valued by the Donor at \$ _____.

2. The Donor agrees to pay for or furnish services required for transportation, assembly, erection, etc. in order to make the above described gift functional for the purpose for which it was intended, and to transfer full ownership and title to the Recipient.
3. The Donor will supply the Recipient will all information essential to the proper use of the above described gift. Some gifts may require that the Donor supply instructions/warranties.
4. The Donor agrees that no reservation will be placed regarding the future use of any donations on premises of the Recipient. The Donor agrees and understands that no form of deliverables will be required as a result of this gift; however, the Donor may request that the gift be used for a specific purpose or program and the Recipient will comply with this request to extent practical as follows:

5. The gift will be under direction of: _____ (Department/Program/Facility)
6. Donor acknowledges and agrees that all cash/non-cash donations are the property of the Recipient and will be responsible for the designation of its use as a result of the gift.

If the Donor specifies location of the gift, the Recipient will still remain responsible for the designation of its use within the specified area.

7. It is understood that final acceptance of this gift is subject to confirmation by the Town of Leland as outlined in the **Town of Leland Donation and Memorial Policy**. If the gift is not accepted, the Donor will be promptly notified and the gift will be returned to the Donor.

Accepted:

* Dept. Head/Facility Director

Donor signature

*Town Manager

Typed/Printed Name and Title

*The Town of Leland signatures serve only as an acknowledgement of receipt of the gift and do not represent concurrence with any stated value of the gift for income tax purposes; a certified appraisal may be required for validation of value for income tax purposes. Check with your tax preparer on the deductibility.



Volunteer Opportunities

The Leland Cultural Arts Center depends on a committed group of dedicated volunteers to fill a variety of positions and to participate in a wide range of activities and events vital to the successful operation of the Center. Training is made available when needed. To get involved, review the many volunteer opportunities. All volunteers must be a minimum 18 years of age or older. We may recruit supervised groups with members that are not 18 years of age for special events i.e. JROTC, Girl Scouts, Boy Scouts, etc.

Volunteer Coordinator

This person will work directly with the LCAC manager and staff to coordinate, train, recruit, and schedule all volunteers. This is a minimum two-year commitment with weekly participation, and occasional nights and weekends for very special occasions. The individual must be a minimum of 18 years old and have experience working with and being a volunteer. (This is part time front desk position)

Guest Services

Volunteers help staff the information/registration desk at the center. These volunteers are the front line of service at the Center. They greet guests and provide information about the Center as well as about exhibitions, programs and events. They also give tours of the facility. The Center depends upon the guest service volunteers to facilitate a positive visitor experience. Guest Service volunteers commit to a minimum one year assignment with weekly participation and are a minimum age of 18 years old. Day and evening hours.

Administrative Support

Provide information and general office support. Requires regular twice-a-month shifts (potentially more during high-volume times). Work may include – but is not limited to – filing and computer work. Volunteers must be able to use Microsoft suite programs, mailings, etc. Most often daytime work.

Programs and Events

Assist with programs and events. Excellent opportunity for those who want to volunteer, but cannot commit to a regular shift. Participation is on an as-needed basis. Please check with LCAC staff or the website for upcoming programs, events and staffing needs. Times vary.

LCAC Gallery Program

Work with the LCAC staff to plan and execute a gallery program throughout the year. Volunteer opportunities may include – but are not limited to – show installation and break down, advertising/marketing/promotion, reception set up, clean up, break down, artwork tags, information station and much more. Times vary.

Visiting Artist Workshop Series

Work with the LCAC staff to plan and execute a series of visiting artist workshop sessions addressing a variety of artistic topics, techniques and media. Times vary.

Annual Arts Fair and Holiday Market - TBD

Help with this annual arts and/or Holiday Market, in a variety of ways. Volunteer opportunities may include but not limited to, set-up/clean-up, artist registration, marketing/advertising, artist liaison/reliever for breaks, information stations, youth arts area, performance area and much more. Times Vary.



Annual Co-Sponsorship Agreement

This Agreement is between The Leland Cultural Arts Center and the _____ (co-sponsored group) and is for the express purpose of providing community service to the Leland Cultural Arts Center for using space in lieu of paying rent. The co-sponsored group understands that the Town of Leland/Leland Cultural Arts Center is partnering with the above to:

1. Provide programming for the Leland Cultural Arts Center free of charge to patrons (during your designated times only). Giveback may have a class fee associated with it. (Patrons may be charged a nominal fee).
2. Provide educational arts enrichment.
3. Increase opportunities for all patrons interested in participating with group.
4. Provide special event opportunities for the LCAC (i.e. dances for the community, performances at events, volunteer for events, provide classes/workshops with no instructor fees, etc.)

Facility/Access

By accepting this agreement, the LCAC agrees to:

1. Provide facility usage for specific dates and times.
2. Provide use of approved equipment only (subject to availability).
3. Facilitate registration – if necessary – for classes/workshops.
4. Provide access to facility/studio space 10 minutes before program begins.
5. Advertise the group, programming, classes/workshops, special events etc.

Additional Requirements

1. LCAC does not provide storage space.
2. Groups will only use the space for what has been agreed upon.
3. Request for additional space and/or time must be presented in advance and will require the group to pay the designated rental fees. Additional space is subject to availability.
4. Groups must inform LCAC in advance if they will skip any date.
5. Groups will abide by the rules/regulations and polices/procedures of the LCAC.
6. Groups will leave facility/studio/space in the same or better condition when leaving.
7. Any damage occurring during use may result in the Group being assessed a fee to fix any and all repairs/damages
8. Breach of contract and/or non compliance with the LCAC/Town of Leland rules/regulations and or policies/procedures may result in separation. All groups falling under co-sponsorship are currently grandfathered. If the Group does not comply or chooses to leave the Town of Leland/LCAC, they will not be allowed to return in the same or similar capacity.

Co-Sponsorship Agreement

Group _____

Space _____

Dates _____

Times _____

Service Plan _____

Meeting with Director _____
(Date)

Give Back Approval _____
(LCAC Manager) (Date)

Give Back Approval _____
(Group Liaison) (Date)

Group Liaison (Printed Name) _____

Address (City, State, Zip) _____

Phone _____

E-mail _____



Gallery Selection Committee

General Information

1. The LCAC invites submissions once a year to assess applications from artists/groups.
2. The LCAC schedules exhibits for both curated and non-curated exhibitions, but not fundraising exhibits.
3. To be considered, all submission forms must be fully completed and include all supporting materials.
4. The Selection Committee's decision is final.
5. Once the selection is made, the LCAC Manager and Committee will decide on specifics such as the number and type of works.
6. The LCAC/Town of Leland request the non-exclusive right to reproduce images of the selected artwork, without financial obligations of any type, for the purpose of promotion, documentation, course instruction and other non-commercial purposes with full and proper credit given to the artist whenever an image is used.
7. Artwork must be delivered to us in "ready to display" condition, capable of being mounted and displayed in our dedicated gallery space
8. All artworks must be presented in a manner that enhances the art as well as maintains LCAC standards. For example, painting should be appropriately framed.
9. The exhibition must be ready and open to the public by the end of business hours on the scheduled date that is prior to the formal opening date.
10. LCAC may request artists, if they are available, to present lectures and/or demonstrations pertaining to their exhibits for the community.
11. Selected artists must adhere to the provided timeline relative to the entire process of the exhibition.
12. All work included in the exhibition must remain in the gallery until scheduled take down date.
13. Gallery hours are standard center hours of operation unless space is occupied by LCAC programming.
14. LCAC/Town of Leland will not accept any liability for damage, theft etc. We promise to do everything possible to insure proper care and safety of artwork.
15. Insurance coverage at LCAC is limited. It is possible the stated value of a work might not be fully honored in the event of a catastrophic loss. Highly priced work might require and appraisal before our insurance carrier would honor a claim for damage or loss.

Exhibition proposals will be evaluated based on these criteria

1. Quality

- a. Is the standard of work appropriate?
- b. Does the craftsmanship demonstrate professionalism, commitment and command of the media?
- c. Does the artwork demonstrate excellence in originality, creativity and imagination?

2. Audience appeal

- a. Is the artwork appealing and relevant to our community?

3. Educational Value

- a. Does the artwork inform and educate the community?
- b. Can the artwork be used by instructors as a teaching tool?

4. Suitability

- a. Is the artwork appropriate (as determined by the Committee and LCAC Manager) for a diverse audience including students, staff, patrons and the general public in our community?
- b. Does the artwork enhance the integrity and reputation of the LCAC?

The Selection Committee will

1. Consider all submissions consistently, objectively and professionally.
2. Attempt to schedule exhibits with similar items or topics at different times of the year.
3. Attempt to create a balance of recognized and emerging artists in the exhibit schedule.
4. Require a quorum of four (4) members to make decisions.
5. Assist with promotion of exhibits, receptions etc. throughout the year.

LCAC will promote exhibits by

1. Town of Leland Website
2. LCAC Facebook page and other online calendars and community resources.
3. Press releases to local resources
4. E-mail mailing lists

5. Open reception to the public
6. Exhibit tags for artwork

**LCAC is interested in receiving submissions in most genres, however there may be limitations due to space and ability to display properly without potential harm to work or the public.*

***LCAC supports the arts wholeheartedly. Due to the fact that we are not a traditional art gallery/museum some works may be denied due to subject matter, verbal content etc. We will support all artists and their work, however if we receive public comments/concerns regarding any work we may have to remove said work from the exhibit.*

Committee Section Process

1. The LCAC Manager and gallery staff member will post a call for committee members to apply.
2. The LCAC Manager and gallery staff member will also invite arts persons from the community to apply.
3. The team will consist of the LCAC manger, LCAC gallery staff and 3-5 additional members for the team.
4. We will look for individuals with diverse arts backgrounds and knowledge to be included on the team. They may be working artists, collectors, teachers, professors etc.
5. This will be a once a year process to determine who will be selected to be in the gallery program for the year. Once the selections are firm any unforeseen circumstances that cause change to the schedule will be handled by the LCAC manager.
6. Committee members may serve two consecutive years in a row and then must wait one year to apply again.
7. The LCAC manager, LCAC gallery staff, CAC representative and a Friends of the Leland Cultural Arts Center representative will decide who will be on the committee each year. LCAC manager and gallery staff person will be counted as one vote.



Gallery Guide and Submission Form

Designed to serve as the Town of Leland's Community Exhibition Space, the Leland Cultural Arts Center is located at 1212 Magnolia Village Way, Leland, NC. The gallery will host and introduce artists to area residents and visitors each month throughout the years.

The gallery is suitable for two-dimensional artworks with potential to showcase smaller sculptural works. The LCAC will assign exhibit month, set up/take down times, and reception date/time. Once the months have been determined, you will be contacted. **Deadline is May 31, 20__**. Artists/groups will know their exhibit month on or before July 31, 20__. ****There may be a shift in schedule due to construction timelines; we will keep you posted****

Eligibility

Artists, 18 years of age and older unless otherwise specified, residing and/or working in Leland, Brunswick County and surrounding areas are eligible. Undergraduate/Graduate students and artist groups are welcome.

Selection

1. Applications are reviewed by a committee of visual art professionals.
2. After selection, LCAC will contact you with more information.

Exhibition

1. Exhibits last approximately four weeks.
2. Exhibits are scheduled January – December ****Sept. is the Instructor, Student and Patron show, Feb. is the Put your heART into it show, March is the Youth Art Show****
3. Sales are coordinated between the artist and buyer. No work can be removed during exhibit. ****It is suggested that in lieu of an LCAC commission, the artist contribute a donation from the sale proceeds to the Friends of Leland Cultural Arts Center****
4. Each exhibit will have a public reception held at LCAC on the 1st Thursday of the month.
5. All transportation/packaging of art is the responsibility of the artist/group. All work must be ready to hang. Hanging the show will be the responsibility of the artist/group representative (1-2 people only) and an LCAC staff person to guide you. LCAC will make all final decisions regarding editing, hanging etc. ****LCAC/Town of Leland are not responsible for any damages/theft etc. of any artwork. We will do everything possible to assure care/safety of artwork.****

6. Artwork not removed on the take down date will incur a \$10 a day storage fee due at time of pick up.
7. The LCAC/Town of Leland request the non-exclusive right to reproduce images of the selected artwork, without financial obligations of any type, for the purpose of promotion, documentation, course instruction and other non-commercial purposes with full and proper credit given to the artist whenever an image is used.

Submission

1. Images: One of the following with images – Windows compatible CD or web link to access images or photos. Include 7-10 images of work that is representative of work to be shown.
2. An annotated list corresponding to submitted images including: Title, medium, description, dimensions and title of show.
3. Artist statement of no more than one page.
4. Single artists, artist groups, two artists sharing etc. are all eligible to apply. One application only.
5. Completed application: If submission is approved, artist will be required to fill out an additional form to complete the process. Forms will be sent via email approximately 2-3 weeks prior to show and must be returned no later than one week before show set up date.

**Please note all images submitted are not guaranteed a place in the gallery. Images may be used for promotion of the show and center. Because LCAC is NOT a traditional gallery but rather an arts education facility we have the right to remove art that warrants concern from the public.*

Submission Form

Name of Individual/Group _____

Contact Name _____

Address (City, State, Zip) _____

E-mail _____

Website _____

Phone(s) _____

Application Checklist

- ___ CD /link to art work
- ___ Annotated Image List
- ___ Artist Statement
- ___ Application Form

Artist/Group Certification

I/we certify that all artwork is my own/our own and I am/we are the sole owner(s) of the rights to these works.

Signature

Date

Submission Information

Artwork (May be Both)

2D _____ Media _____

3D _____ Media _____

Show Titles/Themes Encouraged

Title _____

1. Materials must be submitted by mail, in person or electronically to the LCAC by May 31, 2014. (We will only be filling spaces for Sept-Dec 2014) 2015 submission process will begin at a later date.
2. Incomplete packets will not be considered.
3. All submission packets become property of LCAC and will not be returned.
4. This is a submission form only and does not guarantee exhibit space.

Questions/Contact

LCAC, 1212 Magnolia Village Way, Leland, NC 28451. Jill Brown: jbrown@townofleland.com



Gallery Contract

Congratulations on being accepted to exhibit at the Leland Cultural Arts Center! Please thoroughly review the material, then fill out, sign, include any additional materials and return to LCAC on or before the due date. Thank you and we look forward to your exhibit.

Artist Contact

Name

Address

Phone

Email

Exhibition Details

1. Exhibition Title _____

2. Dates _____ to _____

3. Opening Reception Date _____ time _____

Artist Responsibilities

1. Provide LCAC with the following information two (2) weeks before set up:
 - a. A current artistic biography, artist statement (a printed copy for use during exhibit).
 - b. Information and images for press releases; high resolution (300 dpi) digital images.
 - c. List of works for the exhibit, including title, size, medium, number of hours worked on the piece, price/NFS. Number artwork on the back so it coordinates with the artwork information sheet below.
2. Works should be framed; including wire on the back (paintings on canvas may not be framed, but ready for hanging). Works will be delivered to the gallery and hung by the artist and LCAC representative on the setup date. Works should be removed on the take down date by the artist by close of business.

3. The artist is responsible for packaging, shipping, delivering, removing, pick-up and insurance of work during transport to and from LCAC and during the exhibition at LCAC. Artists should attend to works and plan on doing everything themselves with some assistance on set up day by an LCAC representative.
4. Town of Leland/LCAC has no responsibility for the damage or loss of the artworks during shipping, delivery, exhibit, removing, pick-up and returning. This is the artist's responsibility. **Work not taken down on set date will be removed by LCAC staff, with no liability and incur a \$10 per day storage fee. Work left more than 30 days will become the property of LCAC to do with as they please.**

Setup and Delivery

Take Down

5. Works in the exhibition may be photographed (or filmed for TV) for reports, documentation and publicity. The artist will allow a limited number of reproductions of his/her images for non-commercial use. Mostly visitors take photos of the works. By signing this contract, the artist allows the public to take photos of his/her works.
6. Local artists must attend the opening and may be asked during the period of the exhibit to deliver an artist's talk or demonstration workshop.
7. Labels of the works will be made by the artist in Arial Font and will include: Title, Name of the Artist, Media and Date/Year. No price is permitted anywhere on or near the artwork. A list of prices will be available to patrons upon request. Artist is required to tag all work at time of hanging.
8. All sales are between the artist and the buyer. LCAC will provide buyers a sales sheet, provided by the artist, and artist contact information. LCAC does not collect a commission but suggests a donation be made to the Friends of the Leland Cultural Arts Center in lieu of commission. The Friends is a 501(c)3 that is not a department or wing of the Town of Leland/LCAC. No artwork can be removed/swapped out until the take down date.

LCAC Responsibilities

6. Promote the exhibit through electronic means, press releases and reception.
7. Provide buyers with price list and artist contact information.
8. Provide assistance hanging show and making tags if necessary.
9. Host opening reception.

Other

1. LCAC can cancel the exhibit up to 3 months before the start of the date of the exhibit due to unforeseen circumstances. Dates of show, setup/take down may be altered if necessary.
2. By signing the contract, artist(s)/groups accept to follow the rules of LCAC; otherwise LCAC can cancel the contract at any time.
3. Artist(s)/groups cannot change the date of the exhibition and cannot cancel the exhibition.
4. The contract will change time to time by LCAC and artist(s)/groups will concur with the changes.

Artist signature _____ Date _____

LCAC Manager _____ Date _____

All the artwork(s) by the above mentions artist(s)/groups was collected from LCAC by:

Name _____ Date _____

For LCAC office use only

_____ Taken Down on scheduled date

_____ Not taken down on scheduled date

Storage Fee/Late Take down _____ # of days x \$10/day = _____ Paid _____ Yes _____ No

LCAC Staff signature _____



CONTACT INFORMATION

Instructor Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

COURSE/WORKSHOP INFORMATION

Session: Winter/Spring Fall Summer Year: 20____

Proposed Title _____

Art Form _____ Prerequisites _____

Class Description (limit to four sentences; subject to editing)

This class/workshop is for: Adults Teens Children Ages: Min. _____ Max. _____

Class: Day (You must Indicate two choices using 1& 2) M Tu W Th F Sa Su

Session I - 6 weeks Dates -

Session II - 6 weeks Dates -

Workshop: (we try to fit in workshops throughout session ; provide multiple dates) _____

Preferred Time: Day Evening Time (give 2 choices) _____

Supplies: Students provides Instructor provides - estimated cost per student \$ _____

**** You must Include a typed supply list to give to students or a supply list that breaks down cost of supplies in order to justify student fee. Supplies are NOT a means to generating more income. We do NOT provide reimbursements. Most youth class include supplies please confirm with LCAC.**

Instructor Bio: (Briefly detail your professional & artistic achievements and website)

TO COMPLETE YOUR APPLICATION, PLEASE ATTACH A CURRENT/RELEVANT RESUME AND WORK SAMPLES/ LINK TO WORK SAMPLE _____

Update anything indicated or with and * if necessary.

Must be submitted electronically to jbrown@townofleland.com



CONTACT INFORMATION (update if necessary don't forget name)

Instructor Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

COURSE/WORKSHOP INFORMATION

Session: Winter/Spring Fall Summer Year: 20____

Title _____

Use the same description from session: _____

This class/workshop is for: Adults Teens Children Ages: Min. _____ Max. _____

Same day and time as session indicated above Yes No

New Day (You must Indicate two choices using 1& 2) M Tu W Th F Sa Su

Session I - 6 weeks Dates -

Session II - 6 weeks Dates -

Workshop: (we try to fit in workshops throughout session ; provide multiple dates) _____

Preferred Time: Day Evening Time (give 2 choices) _____

Supplies: Students provides Instructor provides - estimated cost per student \$ _____

**** You must Include a typed supply list to give to students or a supply list that breaks down cost of supplies in order to justify student fee. Supplies are NOT a means to generating more income. We do NOT provide reimbursements. Most youth class include supplies please confirm with LCAC.**

*Instructor Bio: (Briefly detail your professional & artistic achievements and website)

TO COMPLETE YOUR APPLICATION, PLEASE ATTACH A CURRENT/RELEVANT RESUME AND WORK SAMPLES/ LINK TO WORK SAMPLE _____

Update anything indicated or with an * if necessary.

Must be submitted electronically to jbrown@townofleland.com



Dance Studio

Policies and Procedures

1. Dance Studio Cards

- a. The dance studio is not eligible for open studio time or studio card purchase.

2. Studio Users/Guests

- a. **Unregistered persons (visitors/children) are not permitted in classes and cannot use equipment.** If someone must accompany you, they must wait in the lobby.
- b. If a student needs special assistance, please contact the LCAC manager.
- c. Children under the age of 16 are not permitted alone in the dance studio at any time. This is due to safety regulations. Children 16 and under who are registered for dance studio classes may be in the studio, but only during class time and with their instructor.
- d. Children registered for classes must wait in the lobby until the instructor comes to take them to their class.
- e. Dance studio classes of any kind do not qualify to purchase Studio Cards.
- f. There are no makeup classes for student absences; review is up to the instructor. If LCAC/instructor cancels class, a makeup class will be scheduled and announced at the next regularly scheduled class.

3. Studio and Student Equipment/Supplies

- a. Only approved attire and supplies will be allowed at LCAC. **No unapproved supplies, equipment or attire is allowed.**
- b. Students furnish their own attire, equipment, towels etc. Any LCAC equipment/supplies may not be removed from the studio. Any reference materials obtained by LCAC are available to use in the studio and may not be removed. Please ask staff to assist you if help is needed.
- c. LCAC does not have supplies available for purchase. Teachers will provide a list of supplies needed for the class or an additional supply fee, due on first day of class to the instructor in cash. All supplies are the responsibility of the student.

4. Studio Safety, Rules, Usage

- a. Each person is responsible for cleaning work areas/equipment after use and putting items back in the proper place.

- b. We do not provide storage. Any attire, equipment/supplies left in the studio may be discarded.
- c. Make sure all lights and spot lights are turned off and unplugged upon exit.
- d. Make sure the sound system is turned off upon exit.
- e. Make sure the floor is dry, clean and free of debris upon exit.
- f. Make sure mirrors and hand rails are clean upon exit.
- g. No food/gum/drink allowed in the studio with the exception of bottled water.
- h. No cell phones in the studio.
- i. No street shoes or tap shoes can be worn in the studio. Only soft sole dance shoes or bare feet. Shoes should be left outside the door prior to class.
- j. Inappropriate clothing is not allowed. For example, jeans, khakis, overly baggy clothing (it may restrict movement and cause a fall or other injury), revealing attire or socks without shoes. Students should wear exercise/dance clothing such as leggings, bike shorts, tops that cover, sports bras etc.
- k. All students interested in taking a dance/fitness/healing arts class should consult a physician before registering to assure he/she is physically able to participate. If student has any physical concerns/challenges please speak to LCAC Manager to assist with registration/accommodations.
- l. Shoes must be worn in the Arts Center outside of the dance studio at all times. Specific shoes may be required in specific studios.
- m. Smoking of any kind is prohibited on Town of Leland property. (Including e-cigarettes)

5. Operating Hours

- a. The Dance studio is only open when classes/workshops are scheduled. **Do not interrupt or disturb classes!**
- b. Classes are scheduled back to back with only a minimum change over period. Please clean up and leave room promptly at the end of class. If you want to socialize after, please go to the main lobby area of the building.

6. Agreement

- a. Failure to adhere to the above policies and any new and/or posted policies/procedures in the LCAC studio could result in temporary or permanent suspension of studio class privileges.
- b. The Town of Leland, Parks & Recreation Department, LCAC and all staff are NOT responsible for any personal belongs. Unclaimed belongs/supplies/equipment will

become property of LCAC and/or disposed of after 30 days. Check lost and found at the main office.

7. Studio Etiquette for Dance Studio Students

These are common sense guidelines that all participants follow and respect in order to maintain a pleasant studio situation.

- a. Parents should not leave children without the teacher present. Parents waiting may do so in the gallery lobby. Instructor will bring them back when the class is finished. Parents must be on time for pick up. LCAC is not responsible for watching children.
- b. Age requirements for classes are set specifically for each class. Classes are geared toward the age range listed. Exceptions to this rule are limited. For example: We will not put a student in the incorrect aged classes to accommodate siblings of different ages or convenience of time. Students learn differently during stages of development. We want to foster learning not force it to early.
- c. Dance/Fitness/Healing arts education requires "hands-on" instruction, as well as verbal instruction. Instructors will regularly correct students by touching their arms, legs, feet, hips, back and head to move them to the correct position. Instructors will also verbally correct students during class. Please communicate with instructor/LCAC manger if you are not comfortable with this prior to the start of class for you or your child. If you feel improper instruction, as mentioned above, occurred please report to LCAC manager immediately.
- d. Students may change, if necessary, in designated bathrooms in the main area of the building.
- e. Please remain positive and patient as you and/or your children learn. Everyone will progress at their own rate and level.
- f. So as not to disturb other artists, cell phones must not be brought into the dance studio. If you need to use the phone, please go out into the hallway or outside to talk. If you want to listen to music, it must be done using headphones.
- g. Please do not yell across the studio or have extremely loud conversations with others in the studio.
- h. Do not provide unsolicited instruction, advice, tips/tricks to other students. While you may be very experienced, some students do not want to be disturbed or may find it rude that you are providing unsolicited advice. Also, some students working may be beginners and offering advice outside of what the instructor provided them may be overwhelming, discouraging or be the opposite of a technique that a student is supposed to learn. On the flip side, if a student asks for advice, instruction, tips/tricks,

do not feel obligated. Explain to the student that you would recommend asking their instructor or perhaps, if you are willing, they could speak to you at a later time that they arrange with you.

- i. Please do not gossip or speak badly about people, staff, LCAC etc. This can make a toxic environment; one which we do not support at LCAC.
- j. Respect everyone in the studio, the studio and all the contents in the studio. Dance studios are more often than not very communal, which provides an amazing atmosphere that lends itself to sharing, supporting, learning, advancing and exploration. We hope you enjoy your time at LCAC.

Dance Studio Agreement/Acknowledgement

I have received and reviewed the Dance Studio warnings and do not hold the Town of Leland/LCAC or any of the staff, officers, etc. liable if impacted by such listed above.

I have read and understand all of the policies and procedures of the LCAC Dance Studio and agree to abide by all the rules/regulations in this document as well as those updated/changed and/or posted inside the studio.

Name (Print)

Signature

Date

Policies and Procedures

1. Painting/Drawing 2-D Studio and Studio Cards

- b. The Painting/Drawing Studio is for the exclusive use of Leland Cultural Arts Center (LCAC) students and qualified graduates of LCAC's painting/drawing programs.
- c. A qualified graduate is 16 years of age and over and has satisfactorily completed a beginner or other qualifying LCAC painting/drawing class or other qualifying course (Course descriptions indicate if the class qualifies). Satisfactory completion is defined as **missing no more than two classes and having attended the first class (Safety Topics and Studio Policy/Procedures), NO EXCEPTIONS.**
- d. Painting/drawing students from other studios are welcome. In order to qualify to purchase a Studio Card, they must take and complete a qualifying LCAC class or provide evidence of skills and complete a LCAC Painting/Drawing Studio orientation.
- e. Painting/drawing students who do not renew their Studio Card within 3 years must take the appropriate studio orientation or another qualifying course in order to be reinstated as a LCAC qualified student.
- f. Current/valid Studio Cards are required to use the studio. Studio Cards are purchased at the main desk.
- g. Painting/drawing students are issued a special "Class Pass," which entitles them to use the Painting/Drawing Studio during their class run. The Class Pass will expire on the week the class ends. Do not start any new projects.

2. Studio Users/Guests

- g. **Visitors/children are not permitted in classes and cannot use the studio equipment.** If someone must accompany you, they must wait in the lobby.
- h. If a studio patron needs special assistance, please contact LCAC manager.
- i. Children under the age of 16 are not permitted alone in the Painting/Drawing Studio at any time. This is due to safety regulations concerning equipment and materials. Children 16 and under who are registered for painting/drawing classes may be in the studio but only during class time and with their instructor.
- j. Children registered for classes must wait in the lobby until the instructor comes to take them to their class.
- k. Art classes for students 16 years of age and under do not qualify to purchase Studio Cards.

- l. There are no makeup classes for absences; review is up to the instructor

3. Studio and Student Equipment/Supplies

- d. Only approved supplies will be allowed at LCAC. **No unapproved materials, tools or techniques are allowed.**
- e. Students furnish their own tools, brushes, paints, water containers, towels, canvas, paper etc. Easels and other studio items are available for your use in the studio in limited quantities. These items may not be removed from the studio. Any reference materials obtained by LCAC are available to use in the studio and may not be removed. Please ask staff to assist you in viewing materials.
- f. LCAC does not have supplies available for purchase. Teachers will provide a list of supplies needed for the class or an additional supply fee, due on first day of class to the instructor in cash, all supplies are the responsibility of the student.
- g. Only commercial products labeled "non-toxic" can be used in the studio. (i.e. NO turpentine allow but turpenoid is approved). Any LCAC student wishing to use an unapproved product needs to check with LCAC director to see if approval is available.

4. Studio Maintenance, Safety and Storage

- n. Each person is responsible for cleaning work areas, easel, counters/tables, sinks, containers etc. after use and putting supplies back in the proper place.
- o. Make sure tables/easels do not have residue on them. It may contaminate another person's work if they don't see it right away.
- p. **Do not leave pans, brushes, containers, etc. piled up at the sinks.**
- q. All work must be taken with student after each class. We do not provide storage for work or supplies. Any work/supplies left in the studio may be discarded. Stack all chairs/stools in indicated areas.
- r. Make sure all lights and spot lights are turned off and unplugged.
- s. If you need to spray your artwork with a finisher it must be done outside the building. Do NOT spray work outside the front entrance.
- t. Shoes must be worn in the Arts Center at all times.
- u. Smoking of any kind is prohibited on Town of Leland property. (Including e-cigarettes)

5. Operating Hours

- c. The Painting/Drawing Studio is open for use whenever the Center is open, except during classes, workshops or special studio clean up. **Do not interrupt or disturb classes!**
- d. A calendar with posted studio closed times is on the wall as you enter the studio and in the main office.
- e. The calendar is subject to change often. Check calendar regularly for these times and please do not call the Center, as the office staff may not have time to check for you.
- f. **The Painting/Drawing Studio closes 15 minutes before the Center closes.** You must begin clean up in ample time to be out of the studio on time.

6. Agreement

- c. Failure to adhere to the above policies and any new and/or posted policies/procedures in the LCAC studio could result in temporary or permanent suspension of Studio privileges.
- d. The Town of Leland, Parks & Recreation Department, LCAC and all staff are NOT responsible for any piece of work at any time. Unclaimed work will become property of LCAC and/or disposed of after 30 days.

7. Studio Etiquette for Painters/Drawing Students

These are common sense guidelines that all participants follow and respect in order to maintain a pleasant studio situation.

- k. You should never use items marked for anything else. You could contaminate work and lose a lot of friends in the process. Also do not use utensils or dishes which are used for food.
- l. There is no storage area in the studio for personal items.
- m. As paper towels are in limited supply, you should bring an old hand towel with you. They are more absorbent, save the environment and cost you less in the long run.
- n. Easels should be used properly and taken care of properly. If you don't know how to work them, ask for assistance.
- o. No work should ever be touched unless it is yours.
- p. Dispose of used newspapers in the trash when finished. Don't put them back on the newspaper rack as contamination of the work will occur.
- q. Students making work for sale or for shows must plan ahead. No special treatment is given. Space and availability is the same for everyone.

- r. So as not to disturb other artists, cell phones must be turned off or set to vibrate when brought into the studio. If you receive a phone call go out into the hallway or outside to talk. If you want to listen to music it must be done using headphones.
- s. Please do not yell across the studio or have extremely loud conversations with others in the studio.
- t. Do not provide unsolicited instruction, advice, tips/tricks to other artists. While you may be very experienced, some students do not want to be disturbed or may find it rude that you are providing unsolicited advice. Also, some students working may be very beginners and offering advice outside of what the instructor provided them may be overwhelming, discouraging or be the opposite of a technique that a student is supposed to learn. On the flip side, if a student asks for advice, instruction, tips/tricks do not feel obligated to stop your work and use your time for this. Just explain that your time is limited and that you would recommend asking their instructor or perhaps, if you are willing, they could speak to you at a later time that they arrange with you.
- u. Please do not gossip or speak badly about people, staff, LCAC etc. This can make a toxic environment; one which we do not support at LCAC.
- v. Respect everyone in the studio, the studio and all the contents in the studio. Painting/Drawing studios are more often than not very communal, which provides an amazing atmosphere that lends itself to sharing, supporting, learning, advancing and exploration. We hope you enjoy your time at LCAC.

8. Painting/Drawing Safety

Painting and drawing materials consist of pigments mixed with various vehicles such as water, oil, wax, egg yolk, casein, resins and solvent solutions. The primary hazard in standard painting techniques is the accidental ingestion of pigments due to eating, drinking or smoking while working with paints. Ingestion may occur through inadvertent hand-to-mouth contact or by pointing the tip of the brush with the lips.

Pigments

Pigments are used as colorants in painting and drawing. Many pigments are inorganic and come from common minerals. Pigments may also be organically manufactured in a laboratory.

Hazards Associated with Pigments

Methods such as spraying, heating or sanding may cause a potential for inhalation of toxic pigments. Lead and other toxic metal-containing pigments are common in painting and drawing products. Lead pigments can cause anemia, gastrointestinal problems, peripheral nerve damage and brain damage in children, and kidney damage or reproductive system damage. Other inorganic pigments may be hazardous including pigments based on cobalt, cadmium and manganese. Some of the inorganic pigments, in particular cadmium pigments, chrome yellow and zinc yellow are known or suspect human carcinogens and may cause lung cancer. Chromate-containing pigments such as chrome yellow or zinc yellow and cobalt can cause skin irritation.

Safety Precautions When Working with Pigments

The following safety precautions shall be followed when working with pigments:

1. Obtain a material safety data sheet (MSDS) on your paints to find out what pigments you are using. This is especially important because the name that appears on the tube of color may or may not truly represent the pigments present. Manufacturers may keep the name of a color while reformulating the ingredients. Lead-containing or carcinogenic pigments are NOT allowed at LCAC. Use the non-toxic pigments only;
2. Use tube paints and commercially available inks when possible. Avoid mixing dry pigments;
3. If dry pigments are mixed, do so at home before coming to LCAC; you may NOT mix dry pigments at the Center
4. Wet mop and wipe all surfaces when using dry pigments;
5. Never use lips to point the end of the paintbrush;
6. Eating, smoking and drinking are prohibited in the studio; and
7. Avoid using dishes, containers or utensils from the kitchen to mix or store paints and pigments.

Water-Based Paints

Water-based paints include watercolor, acrylic, gouache, tempera and casein. Water is used for thinning and cleanup.

Hazards Associated with Water-Based Paints

Acrylic paints contain a small amount of ammonia. Some sensitive people may experience eye, nose and throat irritation from the ammonia. Acrylics and some gouaches contain a very small amount of formaldehyde as a preservative. People already sensitized to formaldehyde may experience allergic reactions from the trace amount of formaldehyde found in acrylics. Casein paints use the protein casein as a binder. While soluble forms are available, casein can be dissolved in ammonium hydroxide which is moderately irritating through skin contact and highly irritating through eye contact, ingestion and inhalation.

Safety Precautions When Working with Water-Based Paints

The following safety precautions shall be followed when working with water-based paints:

1. The following products are NOT allowed at LCAC sodium fluoride, phenol or mercury compounds preservatives for paints;
2. Use a window exhaust fan or open a window while using acrylic paints;
3. Use a window exhaust fan to provide ventilation while mixing casein paints using ammonium hydroxide; NOT allowed at LCAC
4. Never use lips to point the end of the paintbrush;
5. Eating, smoking and drinking are prohibited in the studio; and
6. Wear gloves, goggles and protective apron when handling ammonia. An emergency eyewash shall be available when handling ammonia.
7. Any mixing of the above materials must be done at home and NOT at LCAC

Non-Water Based Paints

Oil paints, encaustic and egg tempera use linseed oil, wax and egg respectively as vehicles, although solvents are often used as a thinner and for cleanup. Turpentine and mineral spirits (paint thinner) are used in oil painting mediums, for thinning or for cleaning brushes. Alkyd paints use solvents as their vehicle. In addition, many commercial paints used by artists also contain solvents. **LCAC allows Turpenoid only.**

Hazards Associated with Non Water-Based Paints (FYI we only allow Turpenoid in our facility)

Solvents can cause defatting of the skin and dermatitis from prolonged or repeated exposure. Acute inhalation of high concentrations of mineral spirits, turpentine vapors, and other solvents can cause narcosis, which can include symptoms of dizziness, headaches drowsiness, nausea, fatigue, loss of coordination, coma and respiratory irritation. Chronic inhalation of large

amounts of solvents could result in decreased coordination, behavioral changes and brain damage. Chronic inhalation of turpentine can cause kidney damage and respiratory irritation or allergies. Ingestion of either turpentine or mineral spirits can be fatal. In the case of mineral spirits, this is usually due to chemical pneumonia caused by aspiration (breathing in) of the mineral spirits into the lungs after vomiting. Turpentine can also cause skin allergies and be absorbed through the skin. Epoxy paints consist of an epoxy resin component containing the pigment and a hardener component. The epoxy resin may contain diglycidyl ethers which are irritants that may cause bone marrow damage and are suspect carcinogens. Epoxy hardeners may cause skin and respiratory allergies and irritation. Mineral Spirits, Epoxy, turpentine , etc. are NOT allowed in LCAC

Safety Precautions When Working with Non Water-Based Paints

The following safety precautions shall be followed when working with non water-based paints:

1. Replace turpentine or ordinary mineral spirits with the less toxic odorless mineral spirits; TURPENOID is the only APPROVED product
2. Never use lips to point the end of the paintbrush;
3. Eating, smoking and drinking are prohibited in the studio; and
4. During pregnancy and nursing, switch to water-based paints to avoid exposure to solvents.

Dry Drawing Media

This includes dust-creating media such as charcoal and pastels which are often fixed with aerosol spray fixatives and media such as crayons and oil pastels which do not create dust.

Hazards Associated with Dry Drawing Media

Charcoal is considered a nuisance dust. Inhalation of large amounts of charcoal dust can create chronic lung problems through a mechanical irritation and clogging effect. A major source of charcoal inhalation is from the habit of blowing excess charcoal dust off the drawing. Colored chalks are also considered nuisance dusts. Some chalks are dustier than others. Individuals who have asthma sometimes have problems with dusty chalks. Pastel sticks and pencils consist of pigments bound into solid form by a resin. Inhalation of pastel dusts is the major hazard.

Blowing excess pastel dust off the drawing is one major source of inhalation of pastel pigments. Some pastels are dustier than others. Pastels may contain toxic pigments such as chrome yellow (lead chromate), which can cause lung cancer, and cadmium pigments which can cause kidney and lung damage and are suspect human carcinogens. Both permanent and workable spray fixatives used to fix drawings contain toxic solvents. There is high exposure through inhalation to these solvents because the products are sprayed in the air. **All spraying must be done outside and not near the front entrance.**

Safety Precautions When Working with Dry Drawing Media

The following safety precautions shall be followed when working with dry drawing media:

1. Use the least dusty types of pastels, chalks, and pencils. Switch to oil pastels or similar non-dusty media when possible.
2. Spray fixatives shall be used outside the building and not at the front entrance. Spray fixatives may be applied outdoors; a NIOSH-approved respirator equipped with organic vapor cartridges and dust/mists filter for protection against inhalation of solvent vapors and particulates is recommended but not required;
3. Do not blow off excess pastel or charcoal dust with your mouth. Instead, tap off the built up dust so it falls to the floor;
4. Wet-mop and wet-wipe all surfaces clean of dusts; and
5. A NIOSH-approved disposable toxic dust respirator can be worn for protection from inhalation of dusts if you like.

Painting/Drawing Studio Agreement/Acknowledgement

I have received and reviewed the Painting/Drawing warnings and do not hold the Town of Leland/LCAC or any of the staff, officers, etc. liable if impacted by such listed above.

I have read and understand all of the policies and procedures of the LCAC Painting/Drawing Studio and agree to abide by all the rules/regulations in this document as well as those updated/changed and/or posted inside the studio.

Name (Print)

Signature

Date

Policies and Procedures

1. Pottery Studio and Studio Cards

- h. The pottery studio is for the exclusive use of Leland Cultural Arts Center (LCAC) students and qualified graduates of LCAC's pottery programs.
- i. A qualified graduate is one who is 16 years of age and over and has satisfactorily completed a beginner or other qualifying LCAC pottery class (Course descriptions indicate if the class qualifies). Satisfactory completion is defined as: **missing no more than two classes and having attended the first class (Safety Topics and Studio Policy/Procedures) and Glaze Class. NO EXCEPTIONS.**
- j. Potters from other studios are welcome. In order to qualify to purchase a Studio Card they must take and complete a qualifying LCAC class or provide evidence of skills and complete a LCAC Pottery Studio Orientation before they are qualified to purchase a Studio Card.
- k. Potters who do not renew their Studio Card within 5 years must take the Pottery Studio Orientation or another qualifying course in order to be reinstated as an LCAC qualified potter.
- l. Current/valid Studio Cards are required for use of the studio. They are also required for firings such as Raku. Studio Cards are purchased at the main desk.
- m. Pottery students are issued a special "Class Pass," which entitles them to use the pottery studio during their class run. The "Class Pass" will expire one (1) week after the class ends; do not start any new projects.

2. Studio Users/Guest

- m. **Visitors/children are not permitted in classes and cannot use the studio equipment.** If someone must accompany you, they must wait in the lobby.
- n. If a studio patron needs special assistance, please contact LCAC manager.
- o. Children under the age of 16 are not permitted alone in the pottery studio at any time. This is due to safety regulations concerning equipment and materials. Children 16 and under who are registered for pottery classes may be in the studio, but only during their class time and with their instructor.
- p. Children registered for classes must wait in the lobby until the instructor comes to take them to their class.

- q. Pottery classes for students 16 years of age and under do not qualify to purchase Studio Cards.
- r. There are no makeup classes for absences; review is up to the instructor.

3. Studio Clay/Firings and Student Equipment/Supplies

- h. Only clay purchased at LCAC will be fired. **No outside clay will be fired.**
- i. Clay is for use only by LCAC potters in our programs.
- j. Price of clay includes in-house glazes and two (2) firings for stoneware and porcelain clays. Glaze is not provided for earthenware.
- k. Clay is sold in 25# bags. Price may change due to cost at any time.
- l. There is an additional charge for refiring glazes, bisque and oversized cone 10 pieces.
- m. All work must fit on the designated shelf for firing.
- n. Students furnish their own tools, wax resist, brushes etc. Bats, boards and other studio items are available for your use in the studio in limited quantities. These items may not be removed from the studio. Any reference materials obtained by LCAC are available to use in the studio and may not be removed. Please ask staff to assist you in viewing materials.
- o. LCAC will have a limited amount of supplies available for purchase by LCAC students only.
- p. Only commercial ceramic products labeled "non-toxic" can be fired in our electric kilns. The center does not sell or fire any glaze, etc., which contains lead in any form. Any glaze you wish to use/fire at LCAC that is not furnished by LCAC needs to be approved by LCAC staff.
- q. Anyone wanting to use the spray booth must pass the approved training on use and safety. (This is included during your glaze class in classes that qualify for studio card purchase or Studio card qualifiers).
- r. Any approved user of the spray booth must wear at a minimum a NIOSH approved disposable respirator. Users not wearing respirators will be given one warning. If the user is found not wearing respirator again they may lose all spray box privileges. Respirators are available at hardware stores. It is highly recommended that users wear eye shields as well but this is optional.

4. Studio Maintenance, Safety and Storage

- v. Each person is responsible for cleaning wheels, tools, wedging table, work areas, etc. after use.

- w. Clean dry clay with a wet sponge. **Do not under any circumstances brush or blow dry clay dust into the air (see attachment on Silicosis). Any sanding of clay or dry glaze is to be done outside in the designated area.**
- x. Wash bats, boards and canvas when finished and put them back in their proper place.
- y. Put splash pans back on the wheels and return clean water buckets to the wheels. **Do not leave splash pans, bats and buckets piled up at the sinks.**
- z. Use the appropriate sink as needed. Use sinks marked "CLAY SINK" only for cleanup of any items with clay on them. These sinks have special clay traps installed. This does NOT mean dump all clay into the sink. Excess clay etc. should be dumped into the trash cans, NOT dumped into these sinks prior to clean items.
- aa. Wet clay slops must not be put on canvas-topped tables or boards. Anyone placing clay slop on these tables will be required to come back and clean up their mess.
- bb. Pots are to be removed from bats as soon as possible so others may use them.
- cc. Dry pots will automatically be removed from bats and placed on shelves by staff if bats are needed.
- dd. Use the smallest practical board for storing wet work (i.e. don't use a 24" square board to store a 3" diameter mug) and place work on the smallest storage shelf possible to conserve storage space.
- ee. Never place stools on top of wheels.
- ff. LCAC does not provide storage with the exception of clay on shelves.
- gg. Make sure all wheels are turned off after use.
- hh. Shoes must be worn in the Center at all times.
- ii. Smoking of any kind is prohibited on Town of Leland property. (Including e-cigarettes).

5. Operating Hours

- g. The Pottery Studio is open for use whenever the Center is open, except during classes, workshops or special studio clean up. **Do not interrupt or disturb classes!**
- h. A calendar with posted studio closed times is on the wall as you enter the studio and in the main office.
- i. The calendar is subject to change often. Check calendar regularly for these times and please do not call the center, as the office staff may not have time to check for you.
- j. **The Pottery Studio closes 15 minutes before the Center closes.** You must begin cleanup in ample time to be out of the studio on time.

6. Agreement

- e. Failure to adhere to the above policies and any new and/or posted policies/procedures in the studio could result in temporary or permanent suspension of studio privileges.
- f. The Town of Leland, Parks & Recreation Department, LCAC and all staff are NOT responsible for any piece of work at any time. Unclaimed work will become property of LCAC and/or disposed of after 30 days.

7. Studio Etiquette for Potters

These are common sense guidelines that all potters follow and respect in order to maintain a pleasant studio situation.

- w. You should never use items marked for glaze etc. for anything else. You could contaminate work and lose a lot of friends in the process. Also do not use utensils or dishes that are used for food with glaze materials or clay. Likewise, do not use items that are used for unfired clay in the glaze area.
- x. There is no storage area in the studio for personal items.
- y. As paper towels are in limited supply, you should bring an old hand towel with you. They are more absorbent, save the environment and cost you less in the long run.
- z. Boards and boxes should be kept off firing shelves. They get shifted around and break other pieces on the shelves.
- aa. Never touch another piece of work unless it is yours.
- bb. If you are not glazing work for several weeks, take it home. Again, storage space is at a premium and your pieces will remain cleaner if wrapped and boxed until glazing. Work over 30 days is disposed of.
- cc. Dispose of used newspapers in the trash when finished. Don't put them back on the newspaper rack as contamination of the work will occur.
- dd. Potters making work for sale or for shows must plan ahead. No special firing treatment is given. Kilns are loaded by amount of work and stacked fully and efficiently to save money (thus keeping your cost to a minimum).
- ee. Do not ask the kiln staff to load or fire especially for you because you have a show coming up.
- ff. Pottery is fired on a 7-14 day turn around when all kilns are running properly and when a holiday/vacation is not affecting the schedule. Production potters are exempt from the 7-14 day turnaround. Meaning LCAC staff will not fire all your pieces to accommodate your quantity of work. LCAC staff does everything possible to make sure that work is being fired for all patrons in equal amounts in order to keep everything fair for potters of all levels.

- gg. Classes will get priority firing. This is done in conjunction with the instructor and LCAC studio coordinator. This is the only exception to the firing rule.
- hh. Unless absolutely necessary, do not disturb the staff loading the kilns. They are working on a tight schedule and may not get all the kilns loaded if constantly interrupted for social conversation. If you must get assistance from a staff member who is loading kilns, announce yourself outside the kiln room door so you do not startle them.
- ii. If a glaze appears too thin or thick notify a staff member and don't use it. **Do NOT thin or decant the glazes yourself.**
- jj. Glazes, slips and stains cannot be packaged or bottled up in private containers for personal use at home. This depletes the bucket levels for dipping and the materials are very expensive. Glazes are provided for pots glazed in the studio and left at LCAC for firing only.
- kk. Allow 7-14 days under normal conditions for stoneware and porcelain bisque firing. Large sculptural, heavy pieces, earthenware and Cone 10 take longer. Allow ample wait time during busy holiday and workshop times.
- ll. Cell phones must be turned off or set to vibrate when brought into the studio. If you receive a phone call, go out into the hallway or outside to talk. If you want to listen to music, it must be done using headphones.
- mm. Please do not yell across the studio or have extremely loud conversations with others in the studio.
- nn. Do not provide unsolicited instruction, advice, tips/tricks to other potters. While you may be very experienced, some potters do not want to be disturbed or may find it rude that you are providing unsolicited advice. Also, some potters may be beginners and offering advice outside of what the instructor provided them may be overwhelming, discouraging or the opposite of a technique that a student it supposed to learn. On the flip side, if a student asks for advice, instruction, tips/tricks, do not feel obligated to stop your work and use your time for this. Just explain that your time is limited and that you would recommend asking their instructor or perhaps, if you are willing, they could speak to you at a later time that they arrange with you.
- oo. Please do not gossip or speak badly about people, staff, LCAC etc. This can make a toxic environment; one which we do not support at LCAC
- pp. Respect everyone in the studio, the studio and all the contents in the studio. Pottery studios are more often than not very communal, which provides an amazing atmosphere that lends itself to sharing, supporting, learning, advancing and exploration. We hope you enjoy your time at LCAC.

8. Silicosis

Silicosis is defined as "a condition of massive fibrosis of the lungs marked by a shortness of breath and caused by prolonged inhalation of silica dusts."

Silica (also known as quartz and flint) is present in all clay types and glazes. Silica particles are extremely small and remain airborne for longer periods of time than other materials of larger particle size. When inhaled these particles stick to the linings of the lungs and remain there. Over a period of time this can lead to silicosis, a disease that shows symptoms only in the later stages. Other respiratory diseases such as emphysema can be attributed to high silica levels.

What can you do to prevent silicosis?

Wet clay poses no threat as far as silicosis is concerned, however dry clay dust can. When sanding dry pots, sand them outside and brush (not blow) the dust off of them. Clean up clay scraps and dust on tables etc. with wet sponges. Water is the best defense against free silica in the air. Vacuum cleaners are no good unless they are designed to remove submicron particles from the air discharged back in to the room.

This is not meant to scare you into thinking that working in clay will certainly shorten your life span, but rather make you aware of certain precautions that should be taken. By not blowing or brushing clay dust into the air and cleaning up properly, we will all breathe easier and make keeping the studio clean less work. Your cooperation is expected and appreciated.

Pottery Studio Agreement/Acknowledgement

I have received and reviewed the Silicosis warning and do not hold the Town of Leland/LCAC or any of the staff, officers, etc. liable if impacted by such Silica/Silicosis.

I have read and understand all of the policies and procedures of the LCAC Pottery Studio and agree to abide by all the rules/regulations in this document as well as those updated/changed and/or posted inside the studio.

Name (Print)

Signature

Date



Sculpture/Wood/Metals/ Print Studio

Policies and Procedures

1. Sculpture/Wood/Metals/Printing Studio and Studio Cards

- n. The SWMP studio is for the exclusive use of Leland Cultural Arts Center (LCAC) students and qualified graduates of LCAC's SWMP programs.
- o. A qualified graduate is 16 years of age and over and has satisfactorily completed a beginner or other qualifying LCAC class (course descriptions indicate if the class qualifies.) Satisfactory completion is defined as **missing no more than two classes and having attended the first class (Safety Topics and Studio Policy/Procedures). NO EXCEPTIONS.**
- p. Artists from other studios are welcome, but in order to qualify to purchase a Studio Card they must take and complete a qualifying LCAC class or provide evidence of skills and complete a LCAC studio-area-specific orientation before they are qualified to purchase a Studio Card.
- q. Artists who do not renew their Studio Card within 3 years must take the Studio Orientation or another qualifying course in order to be reinstated as a LCAC qualified artist.
- r. Current/valid Studio Cards are required for using the studio and must be presented each time. Studio Cards are purchased at the main desk.
- s. Students enrolled in a class are issued a special "Class Pass," which entitles them to use the studio during their class run. The Class Pass will expire the week the class ends. Do not start any new projects. Not all classes are guaranteed Class Passes.

2. Studio Users/Guests

- s. **Visitors/children are not permitted in classes and cannot use the studio equipment.** If someone must accompany you, they must wait in the lobby.
- t. If a studio patron needs special assistance, please contact the LCAC manager.
- u. Children under the age of 16 are not permitted alone in the studios at any time. This is due to safety regulations concerning equipment and materials. Children 16 and under who are registered for specific classes may be in the studio, but only during their class time and with their instructor.
- v. Children registered for classes must wait in the lobby until the instructor comes to take them to their class.

- w. Arts classes for students 16 years of age and under do not qualify to purchase Studio Cards.
- x. There are no makeup classes for absences; review is up to the instructor.

3. Studio Use and Student Equipment/Supplies

- s. Only approved materials, supplies and techniques are allowed at LCAC.
- t. Students furnish their own tools, materials etc. LCAC may provide some materials for your use in the studio, in limited quantities. These items may not be removed from the studio. Any reference materials obtained by LCAC are available to use in the studio and may not be removed. Please ask staff to assist you in viewing materials.
- u. Only commercial products labeled "non-toxic" can be used in LCAC. The center does not allow any item that contains lead in any form. LCAC staff must approve any product that is not furnished by LCAC.
- v. Instructors may provide students with a list of materials, tools and equipment needed for class or a supply fee due on the first day of class to instructor in cash. Everything on the list is approved by LCAC.

4. Studio Maintenance, Safety and Storage

- jj. Each person is responsible for cleaning tools, tables, work areas, etc. after use.
- kk. Clean area with a wet sponge. **Do not under any circumstances brush or blow dry particles into the air (see attachment on safety).**
- ll. Clean equipment, tools etc. when finished and put them back in their proper place.
- mm. Do not leave pans, tools, equipment, buckets, etc. piled up at the sinks on tables etc.
- nn. Use the appropriate cleaning tools and procedures as needed.
- oo. Artwork/projects are to be removed from equipment as soon as possible.
- pp. There is no storage available in LCAC. All projects must be removed after each studio use. Artwork/projects, tools, equipment etc. will be disposed of if left in studio.
- qq. Never place stools, chairs, tools, etc. on top of equipment.
- rr. Make sure all equipment is turned off after use.
- ss. Shoes must be worn in the Center at all times.
- tt. Smoking of any kind is prohibited on Town of Leland property. (Including e-cigarettes).

5. Operating Hours

- k. The studio is open for use whenever the Center is open, except during classes, workshops or special studio clean up. **Do not interrupt or disturb classes!**
- l. A calendar with posted studio closed times is on the wall as you enter the studio and in the main office.
- m. The calendar is subject to change often. Check calendar regularly for these times and please do not call the center, as the office staff may not have time to check for you.
- n. **The studio closes 15 minutes before the Center closes.** You must begin clean up in ample time to be out of the studio on time.

6. Agreement

- g. Failure to adhere to the above policies and any new and/or posted policies/procedures in the LCAC studio could result in temporary or permanent suspension of studio privileges.
- h. The Town of Leland, Parks & Recreation Department, LCAC and all staff are NOT responsible for any piece of work at any time. Unclaimed work will become property of LCAC and/or disposed of after 30 days.

7. Studio Etiquette

These are common sense guidelines that all artists follow and respect in order to maintain a pleasant studio situation.

- qq. You should never use items marked for specific use for anything else. You could contaminate work, ruin product etc. and lose a lot of friends in the process. Also do not use utensils or dishes that are used for food with materials.
- rr. There is no storage area in the studio for personal items.
- ss. As paper towels are in limited supply, you should bring an old hand towel with you. They are more absorbent, save the environment and cost you less in the long run.
- tt. Do not touch any work unless it is yours.
- uu. Dispose of used newspapers in the trash when finished. Don't put them back on the newspaper rack as contamination of the work will occur.
- vv. Artists making work for sale or for shows must plan ahead. No special treatment is given.
- ww. Classes will get priority in the studio. This is done in conjunction with the instructor and LCAC studio coordinator. This is the only exception to the studio rules.

- xx. Unless absolutely necessary, do not disturb the staff working in the studios. They are working on a tight schedule and may not get all the work done if constantly interrupted for social conversation.
- yy. Cell phones must be turned off or set to vibrate when brought into the studio. If you receive a phone call, go into the hallway or outside to talk. If you want to listen to music, it must be done using headphones.
- zz. Please do not yell across the studio or have extremely loud conversations with others in the studio.
- aaa. Do not provide unsolicited instruction, advice, tips/tricks to other artists. While you may be very experienced, some artists do not want to be disturbed or may find it rude that you are providing unsolicited advice. Also, some artists may be beginners and offering advice outside of formal instruction may be overwhelming, discouraging or the opposite of a technique that a student is supposed to learn. On the flip side, if a student asks for advice, instruction, tips/tricks do not feel obligated to stop your work and use your time for this. Just explain that your time is limited and that you would recommend asking their instructor or perhaps, if you are willing, they could speak to you at a later time that they arrange with you.
- bbb. Please do not gossip or speak badly about people, staff, LCAC etc. This can make a toxic environment; one which we do not support at LCAC.
- ccc. Respect everyone in the studio, the studio and all the contents in the studio. Studios are more often than not very communal, which provides an amazing atmosphere that lends itself to sharing, supporting, learning, advancing and exploration. We hope you enjoy your time at LCAC.

Sculpting

Plaster, stone, lapidary, self-hardening clays and paper mache are commonly used to sculpt.

Plasters

The medium used for sculpting at LCAC may include Hydrocal plaster and casting plaster.

Hazards Associated with Plasters

Dust generated from mixing plasters may be irritating to the eyes and respiratory system. Silica sand and vermiculite added to plaster for texture are highly toxic by inhalation and shall be used in moderation. Plaster dust absorbs water rapidly from any moist surface it comes in contact with and can be very irritating to the skin, eyes or respiratory system. Carving of plaster may pose hazards to the eye from flying chips. When casting body parts in plaster, severe burns

may result from the heat that is produced during the setting reaction. Careless use and storage of tools may also cause injuries.

Safety Precautions When Working with Plasters

The following safety precautions shall be followed when working with plasters:

1. Mix all plaster under a ventilated hood;
2. Wear a NIOSH-approved filter face piece when mixing plasters;
3. Vacuum or mop plaster dust so as to not generate dust;
4. Always carve or cut in a direction away from your body;
5. If a tool falls, do not attempt to catch it;
6. Wear NIOSH-approved safety goggles when chipping plaster;
7. Move all heavy objects using safe lifting techniques. Objects shall be lifted using the legs by bending at the knees and not at the waist; and
8. Do not cast body parts unless provisions have been made for heat dissipation. Provide a barrier between the skin and the casting material.

Stones

Stone carving typically involves chipping, carving, grinding and polishing using hand and electric tools. Stones that may be used at LCAC include limestone and marble.

Hazards Associated with Stone Carving

Sandstone, soapstone and slate are highly toxic by inhalation since they contain large amounts of free silica. Serpentine, soapstone and greenstone may contain asbestos. Carving of stone may pose eye hazards from flying chips.

Safety Precautions When Working with Stones

The following safety precautions shall be followed when working with stones:

1. Stones that may contain asbestos are NOT allowed at LCAC unless you are certain that the piece does not contain asbestos. Contact Environmental Health and Safety at 773-702-9999 to have stones sampled prior to use;
2. Select stones that have a lower content of free silica such as limestone;
3. Wear a NIOSH-approved respirators with High Efficiency Particulate Air (HEPA) filters when carving all stones;
4. When working on a stone that contains high concentrations silica, apply a fine water spray over the sculpture while carving to reduce the generation of dust;
5. Ensure that proper housekeeping occurs to keep dust levels in the air to a minimum. Do not dry sweep; wet mop only

6. Wear NIOSH-approved safety goggles when chipping stone;
7. Wear a full-length smock or coveralls while working in the studio. Smocks or coveralls shall be left in the studio and washed frequently. Dust on clothes can be brought home and pose a health risk to family members;
8. When using hand carving tools, always keep your hands behind the tool and carve or cut in a direction away from your body,
9. All electrical tools shall be double insulated, properly grounded and connected to a ground fault circuit interrupter (GFI);
10. Wear hearing protection when using noisy hand tools; and
11. Move all heavy objects using safe lifting techniques. Objects shall be lifted using the legs by bending at the knees and not the waist.

Printing Ink/Metal

Intaglio

Intaglio is a printmaking process in which ink is pressed into depressed areas of the plate and then transferred to paper. These depressed areas can be produced by a variety of techniques, including acid etching, drypoint, engraving and mezzotint.

Etching

Etching at LCAC may involve the use of dilute nitric acid to etch the zinc or copper metal plate. Unetched parts of the plates are protected with rosin.

Hazards Associated with Ink/Metal Printing

Nitric acid etching releases the respiratory irritant nitrogen dioxide, which has poor odor warning properties. Large acute overexposures may cause pulmonary edema (chemical pneumonia) and chronic exposure may cause emphysema. During the etching process, flammable hydrogen gas is also produced. Concentrated nitric acid is a strong oxidizing agent and can react with many other chemicals, especially solvents or other organic compounds, to cause a fire. Rosin dust is combustible. Sparks or static electricity have caused explosions in enclosed rosin and aquatint boxes. Rosin dust may also cause asthma and dermatitis in some individuals.

Safety Precautions When Working with Ink/Metal Printing.

The following safety precautions shall be followed when working with ink/metal printing:

1. Obtain the material safety data sheet for all materials used;
2. Application of rosin shall be done with local exhaust ventilation;

3. Acid etching should be done with local exhaust ventilation;
4. Safety glasses shall be worn when diluting the nitric acid and while etching; and
5. Rosin (or asphaltum) boxes shall be explosion-proof. Use spark-proof metal cranks, explosion-proof motors or compressed air.

Disposal of Chemical Waste

All photochemicals and used solvents shall be disposed of as hazardous waste by contacting Environmental Health and Safety at 773.702.9999 to schedule a waste pick-up. Old or unused concentrated photographic chemical solutions, toning solutions, ferricyanide solutions, chromium solutions, color-processing solutions containing high concentrations of solvents, and non-silver solutions shall be treated as hazardous waste. All waste shall be disposed of in closeable, leak-proof containers designed for waste pick-up. Refer to the Hazardous Materials Management policy. (**Dispose of all hazardous or chemical materials in designated waste containers.**)

Woodworking

Wood is one of the most commonly used materials in art, crafts and home hobbies. Woodworking involves techniques such as carving, laminating, joining, sawing, sanding, paint removing, painting and finishing.

Wood sculpture and furniture-making utilizes a large variety of hard and soft woods, including many exotic tropical woods. Many of these woods are hazardous themselves. Sometimes woods are treated with hazardous preservatives or pesticides.

Hardwoods

Hardwoods are commonly used in wood sculpture and furniture making. Many rare hardwoods are imported from tropical countries.

Hazards Associated with Hardwoods

Saps present in many green woods, and lichens and liverworts present on the surface of freshly cut wood, can cause skin allergies and irritation from direct contact. Many hardwood dusts, especially those from exotic woods, are common sensitizers and can cause allergic skin reactions. Some hardwoods can cause allergic reactions in individuals working with or using finished hardwoods. Contact with the dust of many hardwoods can cause conjunctivitis (eye inflammation), hay fever, asthma, coughing, and other respiratory diseases. Some hardwoods can cause hypersensitivity pneumonia and frequent attacks can cause permanent lung scarring. Examples of these highly toxic woods include giant sequoia, cork oak, some maple woods and

redwood. Some hardwoods contain chemicals that are toxic and can cause a variety of symptoms including headaches, salivation, thirst, giddiness, nausea and irregular heartbeat. A classic example is hemlock. Inhalation of hardwood dust is associated with a particular type of nasal and nasal sinus cancer, adenocarcinoma. This type of cancer has a latency period of 40-45 years and occurs in seven out of every 10,000 among woodworkers who are heavily exposed. This rate is many times higher than the rate of nasal adenocarcinoma in the general population. Over half of all known cases of this type of cancer are found in woodworkers.

Safety Precautions When Working with Hardwoods

The following safety precautions shall be followed when working with hardwoods:

1. Whenever possible, use common hardwoods rather than rare tropical hardwoods;
2. People with a history allergies should avoid common sensitizing woods;
3. Do not use sensitizing woods for utilitarian objects where people would be in frequent contact with the wood;
4. Use local exhaust ventilation;* If local exhaust ventilation is not feasible, wear a NIOSH-approved respirator; and If you are handling woods that can cause skin irritation or allergies, wear gloves. Wash hands carefully after work.

Softwoods

Softwoods (e.g., pine) are often used in furniture making. Domestic softwoods are the most common.

Hazards Associated with Softwoods

Softwoods do not cause as high a frequency of skin and respiratory problems as do hardwoods. A few individuals can develop allergic reactions to some softwoods.

Safety Precautions When Working with Softwoods

The following safety precautions shall be followed when working with softwoods:

Refer to precautions listed for hardwoods.

Plywood and Composition Board

Plywood is made by gluing thin sheets of wood together with either urea-formaldehyde glues (for indoor use) or phenol-formaldehyde glues (for outdoor use). Composition board (e.g., particleboard) is made by gluing wood dust, chips or other materials together with urea-formaldehyde resins. The materials can emit unreacted formaldehyde for some years after manufacturing with composition board emitting more formaldehyde. In addition, heating these materials or machining them can cause decomposition of the glue to release formaldehyde.

Hazards Associated with Plywood and Composition Board

Formaldehyde is highly toxic through inhalation, highly toxic through eye contact and ingestion and moderately toxic through skin contact. It is an irritant and strong sensitizer. Formaldehyde is a probable human carcinogen. Even trace amounts of free formaldehyde may cause allergic reactions in people who are already sensitized to it. Machining, sanding or excessive heating of plywood or composition board can cause decomposition releasing formaldehyde, carbon monoxide, hydrogen cyanide (in the case of amino resins) and phenol (in the case of phenol-formaldehyde resins). Use local exhaust ventilation when cutting or sanding plywood or composition board.

Safety Precautions When Working Plywood and Composition Board

The following safety precautions shall be followed when working with plywood and composition board:

1. Use low-formaldehyde products whenever possible. There are particle boards that are made without formaldehyde, but these are very expensive;
2. Do not store large amounts of plywood or composition board in the shop since it will emit formaldehyde. Instead, store in a ventilated area where people do not work.

Wood Preservatives and Other Treatments

Pesticides and preservatives are often applied to wood when it is being timbered, processed or shipped. Unfortunately, it is hard to find out what chemicals, if any, have been added. This is especially a problem with imported woods, since pesticides and wood preservatives banned in the United States and Canada are often used in other countries. Pentachlorophenol and its salts, creosote and chromated copper arsenate (CCA) have been banned for sale in the United States as wood preservatives because of their extreme hazards. They can, however, still be found in older woods and chromated copper arsenate is still allowed as a commercial treatment (e.g., "green" lumber, playground equipment, and other outdoor uses). It is supposed to be labeled. A variety of other chemicals can be used in treating wood including fire retardants or bleaches.

Hazards Associated with Wood Preservatives and Other Treatments

Pentachlorophenol is highly toxic through all routes of entry. It can be absorbed through the skin, cause chloracne (a severe form of acne) and liver damage, and is a probable human carcinogen and reproductive toxin. Chromated copper arsenate (CCA) is extremely toxic through inhalation and ingestion and highly toxic through skin contact. It is a known human carcinogen and teratogen. Skin contact can cause skin irritation and allergies, skin thickening and loss of skin pigmentation, ulceration and skin cancer. Inhalation can cause respiratory

irritation, and skin, lung and liver cancer. Inhalation or ingestion may cause digestive disturbances, liver damage, peripheral nervous system damage, kidney and blood damage. Acute ingestion may be fatal. Creosote has a tarry look and is also used for outdoor wood. It is a strong skin and respiratory irritant and is a probable human carcinogen and teratogen. Zinc and copper naphthenate are slight skin irritants. Copper naphthenate is moderately toxic by ingestion. If suspended in solvents, the solvent would be the main hazard.

Safety Precautions When Working with Wood Preservatives and Other Treatment

The following safety precautions shall be followed when working with wood preservatives and other treatment:

1. Obtain material safety data sheets on all chemicals being used in wood treatment. Treated wood itself does not have a material safety data sheet, so you have to try and find out about any treatments from the supplier. In the United States, CCA-treated wood is required to have a label and information on safe handling;
2. Do not handle woods that have been treated with pentachlorophenol or creosote. Avoid scrap or old woods of unknown origin;
3. Do not saw, sand or otherwise machine CCA-treated wood, if at all possible. If you do, use with local exhaust ventilation;
4. If local exhaust ventilation is not feasible, a NIOSH-approved respirator with high efficiency (HEPA) filters shall be used;
5. If adding wood preservatives yourself, use zinc or copper naphthenates, if possible; and
6. Do not burn wood that has been treated with creosote, pentachlorophenol or chromated copper arsenate.

Carving and Machining Wood

Woods can be hand carved with chisels, rasps, files, hand saws, sandpaper and the like, or they can be machined with electric saws, sanders, drills, lathes and other woodworking machines.

Hazards Associated with Carving and Machining Wood

Many wood dusts are hazardous through skin contact or inhalation. Woodworking machines are often very noisy, with noise levels ranging as high as 115 dB. This can cause permanent hearing loss with long-term exposure. Missing machine guards, faulty equipment or using the wrong type of machine for a particular operation may cause accidents. Vibrating tools (e.g., chain saws) can cause “white fingers” (Raynaud’s phenomenon) involving numbness of the fingers and hands. Electrical equipment can present electrical shock and fire hazards from faulty or inadequate wiring. Sawdust and wood are fire hazards. Fine sawdust is an explosion hazard if enclosed.

Safety Precautions when Carving and Machining Wood

The following safety precautions shall be followed when working with carving and machining wood:

1. Cut all wood products using local exhaust ventilation and a dust collection system;
2. Wear a NIOSH-approved respirator when it is not possible to use a local exhaust system;
3. Vacuum all sawdust after work; avoid dry sweeping. Clean wood dust from around and inside machines to avoid fire hazards;
4. Wear goggles when using machines that create dust. For lathes and similar machines which may produce wood chips, use a face shield and goggles and make sure the machines are properly shielded;
5. Wear hearing protection when using machinery;
6. Make sure that all woodworking machines are equipped with proper guards to prevent accidents. Use the proper machine for particular operations and repair defective machines immediately;
7. Do not wear ties, long loose hair, loose sleeves, necklaces, long earrings or other items that could catch in the machinery;
8. Keep hand tools sharpened and cut away from your body. Do not place your hands in front of the tool; and
9. Keep all electrical equipment and wiring in good repair and avoid extension cords which can be tripped over and are electrical hazards.

Gluing Wood

A variety of glues are used for laminating and joining wood. These include contact adhesives, casein glue, epoxy glues, formaldehyde-resin glues (e.g., formaldehyde-resorcinol), hide glues, white glue (polyvinyl acetate emulsion) and the cyanoacrylate “instant” glues.

Hazards Associated with Gluing Wood

Epoxy glues are moderately toxic through skin and eye contact and through inhalation. Amine hardeners (as well as other types of hardeners) can cause skin allergies and irritation in a high percentage of the people using them. Inhalation can cause asthma and other lung problems. Cyanoacrylate glues are moderately toxic through skin or eye contact. They can glue the skin together or glue the skin and other materials together, sometimes requiring surgical separation. Eye contact can cause severe eye irritation. Their long-term hazards are not well studied, especially with respect to inhalation. Formaldehyde-resin glues, Resorcinol-formaldehyde and urea-formaldehyde glues are highly toxic through eye contact and inhalation, and moderately toxic through skin contact. The formaldehyde can cause skin and

respiratory irritation and allergies, and is a known human carcinogen. The resin components may also cause irritation. Even when cured, any unreacted formaldehyde may cause skin irritation and sanding may cause decomposition of the glue to release formaldehyde. Formaldehyde can be a problem when working with fiber-board and plywood. Contact adhesives are extremely flammable. Contact adhesives contain hexane which is highly toxic through chronic inhalation causing peripheral nerve damage. Other solvents in contact adhesives are mineral spirits or naphtha, and 1,1,1- trichloroethane (methyl chloroform) which are moderately toxic through skin contact, inhalation and ingestion. Water-based glues, water-based contact adhesives, casein glues, hide glues, white glue (polyvinyl acetate) and other water-based adhesives are slightly toxic through skin contact and only slightly toxic through inhalation or ingestion. Dry casein glues are highly toxic through inhalation or ingestion, and moderately toxic through skin contact since they often contain large amounts of sodium fluoride and strong alkalis.

Safety Precautions When Gluing Wood

The following safety precautions shall be followed when gluing wood:

1. Avoid formaldehyde resin glues because of allergic reactions and the carcinogenicity of formaldehyde;
2. Use water-based glues rather than solvent-type glues whenever possible;
3. Wear gloves when using epoxy glues, solvent-based adhesives or formaldehyde-resin glues;
4. Epoxy glues, cyanoacrylate glues and solvent-based glues shall be used with good dilution ventilation (e.g., a window exhaust fan). Large amounts of these glues need local exhaust ventilation;
5. Eliminate other sources of ignition when using solvent-based glues; and
6. Wear gloves, goggles and a NIOSH-approved toxic dust mask when mixing dry casein glues.

Paint Stripping (FYI any stripping has to be done prior to coming to LCAC)

Stripping old paint and varnish from wood and furniture is done with paint and varnish removers containing a wide variety of solvents. One major class of paint and varnish removers formerly contained benzol (benzene). Now benzene has been replaced with toluene.

“Nonflammable” paint strippers contain methylene chloride. They may also contain many other solvents including acetone, glycol ethers, methyl alcohol and acetates. In recent years, a safer paint stripper based on dimethyl adipate has been developed by 3M Company. Caustic soda, acids, blowtorches and heat guns are also used to remove old paint. Old stains on wood are

often removed with bleaches which can contain caustic soda, hydrogen peroxide, oxalic acid or hypochlorite.

Hazards Associated with Paint Stripping

Methylene chloride is highly toxic through inhalation and moderately so through skin contact. It is converted to carbon monoxide in the body and can cause changes in heart rhythm and possible fatal heart attacks. Smokers and people with heart problems are especially at risk. Methylene chloride is also a probable human carcinogen. Many of the other solvents used in paint strippers are highly or moderately toxic through inhalation, ingestion, skin contact and/or absorption. In addition to the hazards of specific solvents, most solvents can also cause narcosis (dizziness, fatigue, loss of coordination, nausea) if inhaled. Many of these solvents are also flammable. Caustic soda used in some bleaches and for paint stripping is highly corrosive through skin or eye contact causing severe burns. Similarly oxalic acid is corrosive. Concentrated hydrogen peroxide used in some bleaches is moderately toxic through skin or eye contact. Hypochlorite (chlorine-type) leaches are moderately toxic through skin contact or inhalation. Mixtures of chlorine bleaches and ammonia are highly toxic by inhalation, possibly being fatal. Heat guns and torches can vaporize paint. There have been many cases of lead poisoning from using torches and even heat guns to remove lead-based paint.

Safety Precautions When Paint Stripping

The following safety precautions shall be followed when paint stripping:

1. Dimethyl adipate paint strippers are safer than other solvent types because of their high boiling point, which means little evaporates;
2. Volatile, solvent-based paint strippers shall be used outside, unless only small amounts of stripper are being used;
3. If volatile, solvent-based paint strippers are used indoors, good dilution ventilation (e.g., window exhaust fan) shall be used. In small areas, or if there is not adequate ventilation, use a NIOSH-approved respirator with organic vapor cartridges;
4. Do not smoke, have open flames or other sources of ignition (e.g., pilot light) in the room if you are using flammable solvents. Solvent-soaked rags should be placed in an approved, self-closing waste disposal can which is emptied each day;
5. Wear gloves, goggles and a protective apron when handling caustic soda (sodium hydroxide), oxalic acid bleaches or chlorine-type bleaches. An emergency eyewash and emergency shower shall be available; and
6. Avoid using torches to remove paint. Do not use heat guns if the paint contains lead.

Sculpture/Wood/Metals/Print Studio (SWMP) Agreement/Acknowledgement

I have received and reviewed the warnings and do not hold the Town of Leland/LCAC or any of the staff, officers, etc. liable if impacted by such warnings/products.

I have read and understand all of the policies and procedures of the LCAC Studio and agree to abide by all the rules/regulations in this document as well as those updated/changed and/or posted inside the studio.

Name (Print)

Signature

Date



General Rules for use of Studios/Studio Card Information

Welcome to the LCAC studios! The studios are here for your use and enjoyment. If you have any questions about the equipment or supplies available in the studios, please ask. Only qualified students may use the studios.

What studios qualify for studio cards and who can purchase or receives a studio card?

1. The Pottery, Painting/Drawing, and Sculpture/Wood studios are the qualifying studios.
2. Students currently enrolled in qualifying classes. You will be issued a class card on the first day of class that ends on the last day of class; only if it is a course that allows studio access.
3. Persons who have satisfactorily completed a qualifying class may purchase a studio card and then have access.
4. Persons who have satisfactorily completed a studio orientation and skills test may purchase a studio card and then have access.

Studio Cards

Leland Residents	Annual	\$550 per year per person (one month free)
	Bi Annual	\$300 per 1/2 year person
	Monthly	\$50 per month per person (only available 1st year of business)
Non- Resident	Annual	\$850 per year per person (one month free)
	Bi Annual	\$450 per 1/2 year per person
	Monthly	\$75 per month per person (only available 1st year of business)

Friends of the Leland Cultural Arts Center Members

Leland Resident Rates apply
Must be a current and valid member and provide proof

You must meet all the requirements in order to purchase a card. Cardholders have use of studio whenever classes/programs are not scheduled during normal hours of operation. If two classes are scheduled at the same time, the studio is NOT available (during business hours). If LCAC is open outside of regular business hours for an event or similar program, studios are NOT open for use. Pottery Card includes reasonable glaze and firing. All studios include use of designated equipment; NOT all equipment/tools are eligible for use. All cardholders must provide their own supplies, tools and equipment with the exception of studio standard equipment. You may only use approved materials, tools and techniques. **LCAC is NOT a production studio.**

* Types of Studio Cards and fees are subject to change at any time.

5. Children and visitors may not accompany students to class or during studio time.
6. While enrolled in class, students are welcome to use the studio when no class is scheduled during regular business hours. Your card will expire the week class ends. Do not start new projects.
7. There are no makeup classes for absences unless it is a LCAC/teacher absence.
8. Studio-specific policies and procedures are provided to each student if qualified to purchase a card. These provide more detailed information per studio.
9. If any of the rules, policies and procedures are not followed, a studio card may be revoked. LCAC has the right to revoke cards without refund.
10. There is no storage available to the public at LCAC. Art, materials, tools, etc. left at LCAC will be discarded with no warning. Space is limited and valuable. Pottery Studio will have limited shelving for works in progress and works to be fired for classes and studio card holders only.
11. Students and studio card holders will follow all posted and written rules. Misuse of any space, material, tool, etc. may result in permanent dismissal from LCAC with no refund.
12. No cell phone calls allowed in studios; turn on vibrate and take calls outside or in hallways as not to disturb others.



Main Contact Remember Online Registration is Available and Encouraged

Leland Resident Non- Leland Resident Add \$10.00 to each course.

Last Name _____ First Name _____ DOB ___/___/___ Male Female

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work _____ Cell _____ *Email _____

Emergency Contact _____ Phone _____

Pictures or video may be take of participation for use in program publicity. Please check if you **do not** approve.

*The Town of Leland Parks & Recreation welcomes the participation of all individuals, including those with disabilities or special needs. We are committed to compliance with the ADA and will provide reasonable accommodations to facilitate participation in our programs. **To ensure that reasonable accommodations are in place, program registration or accommodation request should be received at least three weeks prior to the start date of the program.** Please contact the Cultural Arts Center with questions or concerns.*

Participants

1. Last Name _____ First Name _____ DOB ___/___/___ Male Female

Parent/Guardian Last Name (if participant is under 18) _____ First _____

Please list any disability/accommodation requests: _____

<u>Course Code</u>	<u>Program Name</u>	<u>Start Date</u>	<u>Location</u>	<u>Time</u>	<u>Fee</u>
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____

2. Last Name _____ First Name _____ DOB ____ / ____ / ____ Male Female

Parent/Guardian Last Name (if participant is under 18) _____ First _____

Please list any disability/accommodation requests: _____

<u>Course Code</u>	<u>Program Name</u>	<u>Start Date</u>	<u>Location</u>	<u>Time</u>	<u>Fee</u>
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____

Registration and Payment Information

Payment is required at the time of registration. You must complete this form if you don't register online.

Non-Resident Fee (\$10/course) \$ _____

I would like to donate to the LCAC Scholarship Program (specify amount) \$ _____

I would like to donate to the LCAC General Fund (specify amount) \$ _____

Total Amount Due \$ _____

Check # _____ (payable to Town of Leland) Money Order Cash

Credit Card: Visa MasterCard American Express Expiration Date: _____ Amount \$ _____

Print Name as it appears on card _____ Billing Address _____

Card # _____ Signature _____ Date _____

Registration Receipts: (Walk-in/Mail-in) In order to conserve paper will email all possible receipts. ****Please make sure email is Valid. By providing my email address I agree to receive email communication from Leland Parks and Recreation and LCAC.***

Non-Discrimination Policy

The Town of Leland Parks, Recreation and Cultural Arts does not discriminate on the basis of race, color, national origin, sex religion, age sexual orientation or disability in employment opportunities or the provision of services, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of the Parks and Recreation, LCAC manager or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

Town of Leland Release, Waiver of Liability and Indemnity Agreement

I understand that participating in the recreational program selected involves risk of injury. These risks include inclement weather, accidents while traveling, equipment problems or failures, contacts with and actions of other participants, slips/trips/falls, and musculoskeletal injuries, among others. I choose for myself or for my child to participate in the selected programs despite the risks. By signing the Program Registration form, I acknowledge all risks of injury, illness, and death and affirm that I have assumed all responsibility of injury, illness, or death in any way connected with participation in the program. I also agree for myself and for any child participant to follow all rules and procedures of the program and to follow the reasonable instructions of the teachers and supervisors of the program. In return for the opportunity to participate in this program, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the Town of Leland, its employees/volunteers or its agents for injury, illness, or death resulting from this program. If I am registering a child for a program, I agree that I am a parent, legal guardian, or am otherwise responsible for the child whose application I am submitting and that I release, waive, and discharge any legal rights that I may assert on behalf of the child participation in the program. I also agree not to sue the Town of Leland, its employees/volunteers, or its agents and agree to indemnify the Town of Leland for all claims, damages, losses, or expenses, including attorney's fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from participation in the program.

Agreement and Signature

By signing below, I acknowledge that I have read, understand and agree to the Town of Leland policies and procedures listed on this form and posted anywhere in and on any Town of Leland owned property and/or facilities. Signature is required to complete the registration process.

_____ Date _____
Participant Signature

_____ Date _____
Parent or Guardian Signature if child is under 18

Refund and Course Cancellation Policy

All Refund requests received in writing (*use the LCAC request form located online or in our main office*) 14 days or more in advance of the start date of the program/workshop are entitled to:

- 100% refund/credit/transfer **if the department** cancels program. 75% refund/credit or 100% transfer **if Patron/Participant** cancels registration. Transfer must be for a class during the same session.
- Refund/credit/transfer requests received less than 14 days prior to the start date of a program will **NOT** be granted. Patrons registering within 14 days of the program are not eligible for refund/credit/transfer if they choose to cancel.
- Refunds for medical reasons requested prior to the start date of a program will be granted at 100%, subject to verification/doctors note.
- A credit on an account may be used by any individual on the same registration account. Credits do **NOT** expire.
- Non-attendance/non-participation in a program does not entitle a patron to a refund.
- Please allow 3-4 weeks for processing. If you paid with a Credit Card, it will go back on the card used. If cash or check, it will be sent to you in a check.
- If a Patron requests to register for a class after the start date (pending instructor and LCAC approval), the class fee will **NOT** be prorated/discounted.
- LCAC will determine if a class will run approximately 3-4 days prior to the start date of the class. For example: Classes beginning on M/Tu, decision will be made Fri. before; Mon for Th; Tu for Fri; Wed for Sat.; Fri for Sun. This is subject to change due to building closings/holidays etc. Specialty Classes/Workshops/Events will list the date in the description.
- LCAC will **NOT** contact patrons if class is running. If you do not hear from staff, assume it is running. If you want to double check, please contact the center.
- Class cancellations/Inclement Weather - Patrons will be contacted by LCAC/Instructor via phone or email in the event of class cancellations/Inclement weather. We will put forth all effort to contact each Patron. *Please make sure your account is updated with current phone numbers and valid email. LCAC will follow the Town of Leland closing schedule for inclement weather. You will be contacted by LCAC or the instructor via email or in the next scheduled class.

LCAC Refund, Transfer, Credit Policy and Request Form

All refund requests received in writing fourteen (14) days or more in advance of the start date of the program/workshop are entitled to:

- 100% refund/credit/transfer *if the department* cancels program. If department cancels, LCAC will contact you.
- 75% refund/credit or 100% transfer *if patron/participant* cancels registration. Transfers must be made for a class during same session.
- Refunds for medical reasons requested prior to the start date of a program will be granted at 100%, subject to verification/doctors note.
- Refund/credit/transfer requests received less than fourteen (14) days prior to the start date of a program will not be granted. Patrons registering within fourteen (14) days of the program are not eligible for refund/credit/transfer if they choose to cancel.
- A credit on an account may be used by any individual on the same registration account. Credits do not expire.
- Non-attendance/non-participation in a program does not entitle a patron to a refund.
- Please allow 3-4 weeks for processing. If you paid with a Credit Card, it will go back on the card used. If you paid by cash or check, it will be sent to you in a check.

Request

Participant Name _____

Course Title _____

Course Code _____

\$ _____
Course Fee

Request

Refund Credit Transfer into _____
 100% 75%

Reason Medical Other Please Explain/Attached Medical Note _____

Signature _____

Date _____

For Department Use Only

Did not meet requirements Refund Transfer Credit Approved Denied

By: _____ Date: _____

Amount \$ _____ Date Processed/Patron Contacted: _____



Cultural Arts Center Rental Application

Room Request

- Multipurpose Room Hall Gallery Classroom
- Catering Kitchen Green/Dressing Room Studio

Event Information

Name of Event _____

Organization/Individual _____

- Classification: Resident Non-Resident Profit Non-Profit
- Individual Group Leland-Based Non-Profit

Event Date(s) _____ Day(s) M T W TH F S SU (circle all that apply)

Contact Person _____ Phone _____

Address _____ City _____ ST ____ Zip _____

Email _____ Alternate Phone _____

Time In _____ Event Start Time _____ End Time _____ Time Out _____

Approximate Number Attending Event: Over 18 yrs old _____ Under 18 yrs old _____

Describe Event _____

List Equipment Needed _____

Will Alcohol be Served? ____ Yes ____ No (Multipurpose Room and Hall Gallery Only)

***READ LCAC ALCOHOL POLICY CAREFULLY - THERE ARE NO EXCEPTIONS TO THIS POLICY**

If YES to the previous question, please list bonded & licensed caterer/bartender that will service event. (Required) _____ Phone _____

Will Food be served? ____ Yes ____ No Will you need Catering Kitchen? ____ Yes ____ No

Caterer Name _____ Phone _____

Additional Needs _____

***If using an LCAC unapproved caterer/bartender there are additional fees and paperwork required. Not using an approved vendor may cause delays and place a hold on the confirmation process.** 63

Facility Use Policy and Rate Schedule

Leland Cultural Arts Center (LCAC) welcomes organizations and individuals, hereinafter referred to as “User” to apply to use the Cultural Arts Center facilities for meetings and/or specific events/activities. The purpose of this policy is to provide guidelines specifically for the use of, but not limited to, the Leland Cultural Arts Center, hereinafter, referred to as the “Facility.” This policy establishes the procedures to (1) apply for use of facility; (2) provide for its proper care; and (3) ensure that the User’s activities do not conflict with the LCAC purposes and activities, state or federal laws, and local ordinances and policies adopted by the Leland Town Council.

The first priority for reserving the facility will be given to the Town of Leland, specifically for arts-based programs. Charges or fees will be assessed for use of the facility dependent on the activity classification. Rental fees vary according to the resident, non-resident, nonprofit and for-profit status of the User. Additional security, custodial or technical services may be required at the discretion of the LCAC manager based on the needs of the event in order to preserve and protect the facility and its guests. Fees for these services will be the responsibility of the User.

The Town of Leland does not discriminate on the basis of race, sex, color, religious affiliation, age, or national origin. Groups or organizations using the facilities may not deny admission to their activities based upon race, sex, color, religious affiliation, age, or national origin. Approval to use the LCAC facilities is not an endorsement by the Town of Leland of the User’s organization or group.

RESERVATIONS

1. Reservations for facility use shall be by contract/written agreement only and shall be granted on a first-come, first-served basis subject to availability of requested date. The Town of Leland reserves the right to deny rental to any person or group which, in the opinion of the Town of Leland, would be detrimental to the safety of the facility or reflect negatively on the Town or LCAC.
2. No space/date shall be held as a confirmed reservation until a deposit of the base rental fee (see rental fee schedule) and non-refundable application fee is paid as applicable to the requested facility. Any unpaid balance must be paid in full 30 days prior to the day of the event. In the event the user is making a reservation 30 days or less to the date of the event, all fees including all rental fees must be paid in full the day of confirmation. There will be no delay in payments under this circumstance. Payments not received by this deadline may result in cancellation of the rental. Any changes to the contract that incur a fee after the full payment is made and prior to the event must be paid in full as soon as changes are made. Any additional charges incurred during or as a result of the event shall be paid within seven (7) days following the event.
3. All cancellations must be reported in writing immediately to the LCAC manager. Refunds will not include non-refundable deposits or application fees.

Notice of Cancellation:

- 75% of deposit returned if cancelled six (6) months or more before event
- 50% of deposit returned if cancelled between three (3) and (6) months before event
- 0% of deposit returned if cancelled less than three (3) months before event
- 100% of deposit/rental fee returned if LCAC is closed due to inclement weather and all rentals are cancelled.

4. Rental of LCAC facilities on Town of Leland holidays may be assessed at a premium rate and will be subject to staffing availability (Martin Luther King Jr. Day, Easter, July 4, Memorial Day, Labor Day, Veterans Day, Thanksgiving, Christmas, New Year's Eve and New Year's Day).

5. Contracts must contain a legal signature of an adult (21 years and older). The person signing the contract must be in attendance throughout the entire function. The person signing the contract is legally responsible for making sure all procedures are followed. It shall be the responsibility of the User to properly care for the facility and its contents. Users are responsible for any and all damages to the facility caused as a result of his/her event or his/her guests.

6. A reservation agreement with a User may not be transferred or assigned to any other person or group without the approval of the LCAC manager.

7. Insurance: The Town of Leland will determine the type of insurance coverage required for an event based on the following:

a. Non-Profits/Civic Groups/Business Organizations: These groups should have an existing general liability insurance policy and must provide a certificate of liability insurance naming the Town of Leland as additional insured, with at least one million dollars (\$1,000,000) in general liability coverage and at least one million dollars (\$1,000,000) in an umbrella policy. If alcohol is served, the group shall provide a certificate of liability insurance naming the Town of Leland as additional insured, with at least one million dollars (\$1,000,000) in general liability coverage and at least two million dollars (\$2,000,000) in an umbrella policy. For additional requirements see LCAC alcohol policy.

b. Private Citizen Medium/Large Event: These groups may not have an existing general liability insurance policy, in which case they should obtain a "Special Event" policy with a certificate of liability insurance naming the Town of Leland as additional insured, with at least one million dollars (\$1,000,000) in general liability coverage and at least one million dollars (\$1,000,000) in an umbrella policy. If alcohol is served, the group shall provide a certificate of liability insurance naming the Town of Leland as additional insured, with at least one million dollars (\$1,000,000) in general liability coverage and at least two million dollars (\$2,000,000) in an umbrella policy. For additional requirements see LCAC alcohol policy.

c. Private Citizen Small Event: For certain events with a limited number of people or limited risk, insurance requirements may be waived at the discretion of the LCAC manager. In such cases a Hold Harmless and Waiver of Liability form must be signed releasing the Town of Leland and LCAC from any and all liability.

d. Insurance coverage must coincide with the User's contracted event date(s). If the user fails to provide evidence of insurance coverage prior to the scheduled event, LCAC may cancel the event and the User will forfeit all rights to the refund of any monies paid to LCAC.

8. Indemnity: The User agrees to defend, indemnify and save harmless the Town of Leland, its staff, technicians, custodians, officers, employees, representatives from and against any and all liabilities, demands, claims, damages, losses, costs and expenses of any kind including, without limitation, any and all direct and indirect costs of defense, made against, or incurred or suffered by, any such indemnitees as a direct or indirect consequence of injury, sickness or disease, including death, to persons; injury to, or destruction of property, including without limitation, the loss or use of property, or any other cause of action that arises out of, resulting from, or which would not have occurred or existed except due to the User's use of the LCAC and all matters associated therewith. This indemnity shall include, without limitation, any and all liabilities, demands, claims damages, losses, costs and expenses, to include attorney fees, caused, or alleged to have been caused, by negligence or any other acts of indemnity and arising out of the User's use of the LCAC and all matters associated therewith.

9. User will identify the facility in use by the full-specified name, i.e. "The Leland Cultural Arts Center" on all printed material and advertising. No advertising or publicity of any nature may state or imply that LCAC is responsible for User activities during the period of use. Copy and proofs of advertising are to be approved by the LCAC manager prior to event.

STAFFING/VENDORS

1. LCAC staff are required to be on site for all events held in LCAC facilities. Staff are on site to provide access to the facility and are available to assist in making events successful. Staff members on duty are not responsible for resetting tables/chairs or providing post-event cleanup services. Those services will be arranged in advance and applicable fees will be the responsibility of the User. Please inform the staff member on duty of any requests or needs that might arise, or in the event of an emergency.

2. All rentals, particularly after-hours rentals, are subject to staffing availability. All events must be appropriately staffed according to the type of event. Specialty staffing can include, but is not limited to the following: lighting technician, sound technician, security and custodians. LCAC will provide a list of preferred vendors for services not provided by LCAC and individual contracts will be negotiated between the User and the vendor.

3. Custodial personnel will be required for most events. Applicable fees shall be the responsibility of the User. The LCAC manager will determine the number of custodial personnel needed for an event and the minimum number of hours required.

4. Security may be required for events serving alcohol and for any other events as deemed necessary by the LCAC manager or other Town of Leland designee. Applicable fees for security will be the responsibility of the User.

5. While LCAC does not require User to utilize preferred vendors, outside vendors must be approved by the LCAC manger prior to event. Using non-approved vendors requires additional fees to be paid by the User and may cause a delay in the confirmation of the event.

RULES AND REGULATIONS

1. The User understands and agrees that LCAC does not relinquish the right to control the management of facilities. LCAC retains the right to enforce all necessary laws, rules and regulations during an event. All LCAC authorized personnel may enter the facilities being used and any other facility at any time, during any event without restriction whatsoever. All facilities including the space that is being used and all parking areas will be, at all times, under the control of LCAC. LCAC will not close during standard hours of operation for an event. Patrons taking classes, etc. may be entering the facility during event hours.

2. Users and their guests must at all times conduct their activities with full regard to public safety and shall at all times abide by directives of the staff of LCAC, their representative or any other duly authorized governmental official responsible for public safety. Failure to do so will result in immediate cancellation of the event and ejection from the premise.

3. Users and their guests shall not enter any area of the facility not covered by the User agreement.

4. Access to the facility is only allowed on the day of the event. No access is permitted to the facility prior to or after an event without advance permission of the appropriate facility designee.

5. LCAC and the Town of Leland assume no responsibility for the property of any User while located in the facility or on the grounds. LCAC does not provide storage. Please make arrangements to remove all items and decorations at the conclusion of each event. LCAC staff will dispose of any items left from events and a service charge may be applied for such removal.

6. All exit doors must remain operable and no part of any hallway, corridor or exit within or outside of the facility may be used in a way that obstructs its use as an exit. No doors may be propped open at any time.

7. LCAC has designated parking spaces. Large events may require security officers (at the discretion of the LCAC manager) to assist with parking for safety of the guests. No vehicles are to be parked in an area that is not designated as a parking space unless instructed by security personnel. Parking in close proximity to a LCAC facility entrance (front or back) will be

permitted only for loading and unloading. Applicable fees for security officers will be assessed to the User.

8. All tobacco products (including electronic cigarettes) are prohibited on Town of Leland property.

9. Firearms are not permitted in or on the grounds of the LCAC or any Town building.

10. The use of bolts, screws, nails, hooks, tacks, tape or similar fasteners to hang banners, posters, etc. on any wall, floor, ceiling, windows or doors is strictly prohibited. User may not hang anything from the ceiling/rafters at any time.

11. The use of confetti, bubbles, and the like are strongly discouraged and may cause the User to incur additional cleaning charges. No birdseed, rice, glitter, colored powders, silly string, fireworks (including sparklers), or open flame candles (battery operated candles are permitted). Live plants are subject to approval by LCAC staff. Silk and fresh cut flower arrangements are allowed. Only Sterno-style heating elements, used by an approved caterer, are allowed.

12. No artwork can be removed or covered during any function.

13. No animals or pets (other than service animals) will be permitted inside the facilities unless approved by the appropriate facility designee.

14. The removal of tables, chairs or other equipment from the facility is not permitted. Removal of furniture from a lobby or seating area is not permitted. No tables and/or chairs are available for loan for off-site functions.

15. Standing on tables, chairs, bar and lobby furniture is strictly prohibited.

16. Music is allowed inside until 11 pm. Any exceptions to this rule must be approved by the LCAC manager.

17. Users are advised that the Town of Leland has a sign ordinance. Any fines that result from illegal signage placed by the User will be the responsibility of the User. The use of all temporary signs or banners must be discussed and approved by the appropriate facility designee and the User must obtain a temporary signage permit if required by the Town of Leland.

18. Operation, repair or service of audio-visual, sound, lighting and any other equipment brought into the facility by the User is the sole responsibility of User.

19. Destruction or defacing of any LCAC property or artwork will result in additional charges for repairs or replacement.

20. LCAC copy machines, faxes, computers, phones, studio equipment etc. are for LCAC business use only. If you need emergency copies made while at the LCAC, please arrange this with the appropriate facility designee. A per page cost will be assessed to the User. If you need an excessive amount of copies, please make other arrangements.

21. Copyright: User will assume all cost, liabilities and claims that arise from the use of patented, trademarked, franchised, or copyright music, materials, devices, processes or dramatic rights used in or incorporated in the scheduled event. The User agrees to indemnify and hold harmless the Town of Leland from any claims or costs, including legal fees, which might arise from questions of use of any material described above.

22. The Catering Kitchen and/or Bar area utilized by a User's caterer is subject to the **Catering Kitchen & Bar Area Guidelines**. It is the responsibility of the User to ensure that the caterer is aware of these policies.

23. Approved service for alcohol is restricted only to the Multi-Purpose room and the Hall Gallery space pending time of event in adherence with the **LCAC Regulation of Alcohol Service Policy**. No brown bagging permitted.

RENTAL FEES

Total rental fee shall consist of the base rental fee plus the personnel services and equipment fees applicable per event. Base rental fee, which is specific to the requested facility, includes use of space, regular room lighting/sound and tables/chairs where applicable. Any additional items, equipment, and/or personnel will be charged to the User. A percentage of the base rental will be charged as a deposit for all applicable Users.

LCAC Facilities are available for use as follow:

Resident – An individual whose home address is located within the Town limits of Leland. Residency is subject to verification by staff.

Non-Resident – An individual who does not reside within the Town limits of Leland.

Non-Profit – A business entity that is granted tax-exempt status by the Internal Revenue Service. Organizations must provide a copy of their 501(c) designation to receive this rate.

For-Profit – A business entity that aims to earn profit through its operations and is concerned with its own interests and not those of the general public (non-profit corporation).

Leland-Based Civic/Service Organization – An entity with its home base or service area in Leland or northern Brunswick County whose primary goal is to improve the lives of area

residents through community service. Organizations must provide a copy of their 501(c) designation to receive this rate.

Town of Leland Sponsored Events -- Rental fees will not apply for Town of Leland events or events presented by outside organizations that the Town wishes to sponsor. Organizations wishing to obtain Town sponsorship for their special event must fill out an application and be approved by a vote of the Town Council at a regularly scheduled meeting.

In order for an event to be sponsored by the Town of Leland, the presenting organization shall not have had more than one other Town-sponsored special event at any Town facility in the past calendar year (two events total per calendar year), and meet one of the following criteria:

1. The event shall have a direct financial benefit to the Town.
2. The event shall benefit the Town's programs, efforts and initiatives.

Recurring Rentals – Recurring rentals are discouraged and are only permitted for Town of Leland Boards, Groups and Committees or Leland-based organizations that meet the following criteria:

1. Have a membership of 200 or more individuals
2. Promote volunteerism in the Leland area
3. Have a primary mission of welcoming new residents to the Leland area
4. Have a valid 501(c) designation

Leland-based organizations seeking a recurring rental must fill out an application and be approved by a vote of the Town Council at a regularly scheduled meeting. Upon approval, a contract will be executed outlining the terms of the rental. Recurring rentals are subject to space availability and are only available Monday through Thursday during regular business hours.

Groups exempt from rental fees may still be charged for required personnel, equipment, post-event cleanup and special requested needs as per specified rate.

SEE ATTACHED RATE CHART FOR CURRENT RATES

The undersigned hereby represents themselves as an authorized agent of the aforementioned and as such makes application to Leland Cultural Arts Center for the use of the LCAC Facilities. The undersigned warrants that applicant has read and will observe the use policies and regulations of LCAC, will exercise the utmost care in the use of LCAC's premises and property, and shall be responsible for any damage arising from the use of said premises or property. All terms and conditions of this written agreement shall be binding upon the parties, their heirs, representatives, and assigns, and cannot be waived by any oral representation or promise of any agent or agents who executed this contract. Such written document must be incorporated by specific reference herein as part of the agreement. This agreement must be signed with receipt of the deposit and application fee on the day of arrangement or it becomes void and the rental is not confirmed.

Applicant Signature

Date

Applicant Printed Name

Date

All deposits are required to secure your date. Deposits are non-refundable. Initial _____
ALL RENTALS ARE TENTATIVE UNTIL RECEIPT OF APPLICABLE DEPOSIT.

I acknowledge and accept the *Catering Kitchen and Bar Area Guidelines*. Initial _____

I acknowledge and accept the *LCAC Regulation of Alcohol Service Policy*. Initial _____

Catering Kitchen & Bar Area Policy

Food and Beverage Events - Catering

The Leland Cultural Arts Center does not provide in-house catering. It is the User's responsibility to sign and enter into a separate agreement with the caterer. LCAC provides a list of approved vendors to choose from. If you choose not to use an approved vendor, the User will pay additional fees. It may also result in a delay in confirming the rental. Non-approved caterers must provide LCAC with proof of a current permanent permit issued by the North Carolina Department of Health before operating on the LCAC premises. This document must be received 60 days prior to event. If the caterer is serving alcohol, they must provide a North Carolina alcohol permit 60 days prior to the event. They must sign a LCAC building/catering usage agreement 60 days prior to event. Approved vendors shall have this information on file at LCAC.

Catering Kitchen Overview

1. The caterer is responsible for acquiring and providing all necessary supplies for both serving and cleaning, including, but not limited to, paper towels, dishcloths, dish towels, hand soap, dish detergent etc. The LCAC does not supply any of these items.
2. All food and beverage brought into the LCAC must be in closed containers, covered and with paper or cloth lids.
3. Ice chest(s) or any food coolers sitting on the floor must have plastic under them. The center does have an ice machine, but the caterer may need to provide additional ice for large events.
4. Because the kitchen is only a warming kitchen, all foods must be fully cooked before being brought into the Center. Please do not place FISH in the refrigerator.
5. Food preparation cannot include any open flame cooking inside the LCAC. Sterno is the only heating element to be used inside.
6. Tables must be covered when food/drinks are being served.

Cleaning/Access/Usage

1. Counter tops, food preparation tables and food service carts should be thoroughly cleaned after each use.
2. All floors must be swept and mopped (Brooms, dustpans and mops are provided). Cleaning solutions must be provided by vendor. All trash must be bagged, recycling separated and placed in outdoor receptacles. Do not use Clorox on floors.
3. All food products MUST be removed from the refrigerator, microwave and food warmer at the conclusion of each event. No items may be stored overnight without prior permission.
4. At the conclusion of each event, it is the responsibility of the User or caterer to thoroughly clean any equipment used including counter tops, microwaves and warmers. Please remember to turn all appliances OFF before vacating the facility.
5. Access to the kitchen is only allowed on the day of the event during rented hours. No access is permitted to the kitchen or any other area prior to or after an event without permission from the appropriate facility designee.

6. Should your event require the delivery of bulk food items, plates, linens, etc. prior to the event, such deliveries must be arranged in advance with the appropriate facility designee. LCAC and its staff are not permitted to unload, sign for, or accept deliveries from third parties.
7. Should your event require beverage delivery, alcohol or otherwise, please make arrangements with the appropriate facility designee for a delivery time and make provisions to have a designated person on site to receive the delivery.
8. It is the responsibility of the User, caterer and/or bartender to keep the bar area clean and organized neatly during all events.

LCAC Equipment and Furnishings

1. User shall be responsible for all loss or damage to any equipment or furnishings. Any deposit held shall be applied to the cost of repair or replacement. Additional costs to repair or replace lost or damaged items in excess of deposit shall be paid by User.
2. Attendees using LCAC equipment must demonstrate competence prior to use.
3. LCAC tables and chairs are for use inside the building only.
4. Additional furniture required for an event must be arranged with the LCAC Manager. The cost of the additional furniture must be paid directly to the supplier by the User.
5. Any equipment rented from an outside source must be removed at the end of the event. User will be required to pay the cost of removal if necessary. The LCAC is not responsible for any items rented or brought in from an outside vendor/supplier.
6. The LCAC will not lend any furniture for matters occurring away from the facility.
7. LCAC does not provide storage of any kind.

LCAC Regulation of Alcohol Service Policy

Introduction

Policies and procedures governing the service of alcohol in the Leland Cultural Arts Center must be followed by staff, groups, individuals, organizations and caterers renting or leasing the facilities. Illegal and/or abusive alcohol practices will not be tolerated. All laws of the United States government or state of North Carolina regarding alcohol will be followed.

LCAC only allows beer and wine. No hard alcohol is allowed on premises.

Approved service for alcohol is restricted only to events held at the Leland Cultural Arts Center in the Multipurpose Room, Hall Gallery and designated outside areas for special events.

Policy

Organizations and individuals who rent or lease the facilities may apply to provide alcohol services. In order to provide alcohol services, the lessee must adhere to the following:

- 1. LCAC recommends User uses an approved vendor from the LCAC approved vendor list. All paperwork is on file and there are no additional costs to the User. If you choose to use a vendor not on the approved list, User will incur an additional fee and a possible delay in reservation confirmation due to additional required paperwork for all vendors.**
2. Users will submit a completed "Application to Provide Alcohol Services" to the LCAC Manager. An ABC application and more information can be found at the NC ABC Commission's website. Do NOT send in your application until LCAC has filled in their section or it will not be approved by the State.
3. Users will submit a copy of a liability insurance policy showing liability for any matters arising from serving alcohol. The liability policy shall meet the minimum value of required coverage and will name the Town of Leland and Leland Cultural Arts Center as additional insured. The User will assume all liability and will execute a hold harmless agreement in favor of the Town and LCAC. The certificate of liability insurance must be submitted to the LCAC no later than one week prior to the scheduled event.
4. All alcohol will be served by an approved certified bartender and/or licensed insured caterer. All bartenders and caterers must provide documentation for certification or license and insurance. (APPROVED VENDORS HAVE THIS ON FILE AT CENTER).
5. To "SERVE" unfortified beer and wine to guests, the lessee must include host liability coverage in the required liability insurance policy. The lessee may then contract with a certified bartender to "SERVE" the unfortified beer and wine to guests. No additional permit is required. Bartender must provide proof of certification no later than one week prior to event.

6. A non-profit organization may "SERVE" wine and beer at a ticketed event held to allow the organization to raise funds. The lessee must obtain a Special One-Time Permit from the North Carolina ABC Commission and include host liability coverage in the required liability insurance policy. The lessee may contract with a certified bartender to "SERVE" the wine and beer for the one time ticketed event. Bartender must provide proof of certification no later than one week prior
7. A non-profit organization may "SELL" beer and wine at a single fund-raising event of that organization. Lessee must obtain a Special One-Time Permit for Sale of Alcohol from the North Carolina ABC Commission and include liquor liability coverage in the required liability insurance policy. The lessee may then contract with a certified bartender to "SELL" the beer and/or wine at a single fund-raising event. Bartender must provide proof of certification no later than one week prior to event. If a non-profit organization contracts with a caterer for bartending services, caterer must provide proof of NC license and liquor liability insurance no later than one week prior to event.
8. No alcohol will be offered on a self-service basis. No brown bagging permitted.
9. Events where alcohol is served may be required to have one or more uniformed security officers present. Cost for officers on duty will be the responsibility of the User. The LCAC Manager will determine the number of officers required.
10. The certified bartender and/or licensed insured caterer will be responsible for limiting alcohol consumption to legally allowable limits.
11. The certified bartender and/or licensed insured caterer shall not serve alcohol to any person under 21 years of age, to any staff from LCAC or hired staff working the event and must require proper identification prior to service.
12. All alcohol service and sales will stop 30 minutes prior to the end of event.
13. LCAC has the right at any time during an event to stop the service/sale of alcohol if they deem necessary. LCAC staff reserves the right to eject or cause to be ejected from the premises any intoxicated or any disorderly person(s), and neither the Town of Leland nor any of its officers, agents or employees shall be liable for any damage that may be sustained by the User by the exercise of such right.

LCAC use only

Reservations Services & Fees

Description of Services	Unit Price	Qty.	Cost
Room			
Cleaning			
Setup/Take Down			
Staffing			
Security			
Non- Refundable Application Fee			
	Total Due		
	Amount paid		
	Balance Due		



Approved Caterer Application

Instructions

Fill out and submit the form below. All fields and supporting documents are required unless otherwise indicated. Once completed, email to lcac@townofleland.com, mail or drop off paper work. You will be contacted shortly thereafter to confirm receipt and approval if accepted. All new vendors are required to provide a sampling of the product. Drop off will be arranged. All new vendors are required to attend an annual meeting regarding facility usage. If policies/procedures change, all vendors will be notified via email and may be required to attend an update training or sign and return a form sent via email.

Establishment Information

1. Name

2. Address

3. City State Zip

4. Phone Fax

5. Catering Contact

6. Catering Contact Email

7. Web Address

If business is located at a different address than your establishment, please enter the address at which you would receive information.

Owner Information

1. Name

2. Address

3. City State Zip

4. Phone Fax

5. Owner Email

Business Information

Please check all the conditions that apply to your business

- Accept PO Full Service* Breakfast
 Can Sell Alcohol Drop off Available Lunch
 Can Serve Alcohol Pick up Available Dinner Break Service

*Able to transport fully prepared food and heat and/or cool food on-site

Brief Description of Business/Products*

**This information will be provided to potential clients, listed in our marketing materials and online.*

Required Documents and Information

To ensure timely processing of your application, please include the following items/documents. Incomplete applications will not be processed.

1. Application Fee - Required

A \$100 application/LCAC vendor fee for registration is due upon receipt of the signed application form (refundable if not accepted). Please make check payable to the Town of Leland

Check Number

Credit Card # Expiration Date

Visa MasterCard American Express

Name on Card

2. Permits -Required

Health Permit Issued by: Exp. Date: mm/dd/yyyy

**A copy of the permit must be included*

A. Current Food Handler Certificate - Required

Certificate Issued by: Exp. Date: mm/dd/yyyy

**Please attach a copy of your current food handler(or food safety) certificate. i.e. from ServSafe*

B. Vendor/Business License - Required

Certificate Issued by: Exp. Date: mm/dd/yyyy

**A copy must be included*

C. License to Sell and Serve Alcohol - Required only if you plan to sell and serve alcohol

You must submit a copy of the valid license that allows you to Sell/Serve alcohol at off-site catered events. (This is your STATE issued permit)

D. Insurance

Items 1-5 are required - no exceptions! All Certificates of Insurance must name the **Town of Leland and the Leland Cultural Arts Center** as the additional insured and obligates the insurer to notify the Leland Cultural Arts Center at least 30 days prior to cancellation or changes in any of the required insurance. The Certificate of Insurance should read:

The Town of Leland
Leland Cultural Arts Center (LCAC)
102 Town Hall Drive
Leland, NC 28451
LCAC physical address 1212 Magnolia Village Way Leland, NC 28451

1. General Liability - Comprehensive or commercial form (minimum limits)

- a. Each Occurrence \$500,000
- b. Products and Incomplete Operations \$1,000,000
- c. Personal and Advertising Injury \$500,000
- d. General Aggregate \$1,000,000

If such insurance is written on a claims-made form, it shall be subject to the Town's approval as to survival of coverage and the retroactive date of placement.

Certificate Issued by: Exp. Date: mm/dd/yyyy
**A copy must be included*

2. Commercial Automobile Liability**

For owned, scheduled, non-owned or hired automobiles with a combined single limit of no less than \$1,000,000 per occurrence (minimum limits).

**In lieu of Commercial Automobile Liability, a "rider" on Personal Auto Insurance verifying policy coverage in the amount of \$1,000,000 per occurrence (minimum) as well as a statement specifying commercial/business use of the vehicle being insured may be submitted.

Certificate Issued by: Exp. Date: mm/dd/yyyy
**A copy must be included*

3. Worker's Compensation - As required under North Carolina State Law

Certificate Issued by: Exp. Date: mm/dd/yyyy
**A copy must be included*

4. Optional Liquor Liability Insurance

In order to serve alcohol (NO SALE) in the LCAC without a State Permit, a copy of proof of Liquor Liability coverage, in the amount of \$1,000,000 per occurrence (minimum) and \$2,000,000 in an umbrella policy must be included.

Certificate Issued by: Exp. Date: mm/dd/yyyy
**A copy must be included*

5. Such other insurance in such amounts as from time to time may reasonably be required by mutual consent of The Town of Leland and Caterer against such other insurable hazards relating to performance.

I understand that each of the above items must be included with the signed and dated application form or the application will not be considered.

3. Guidelines and Agreements

A. Indemnification

Caterer shall defend, indemnify and hold the Town of Leland, LCAC, its officers, employee and agents harmless from and against any and all liability, loss of expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the Caterer's activities on the

Town of Leland premises but only in proportion to an to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Caterer, its officers, agents or employees.

B. Maintaining Current Information

If your Heath Permit, License to Serve Alcohol or Insurance Coverage expires before June 30, 20___ , you are required to notify LCAC manager and send a copy of a new permit, license or proof of coverage. If these documents are not kept up to date, and LCAC is not notified of the renewed documents, LCAC reserves the right to cancel your status as an Approved Registered Caterer and your fee will NOT be refunded.

C. Annual or Update LCAC Facility Usage Meeting

New Vendors are required to attend all mandated meetings prior to being allowed to work in LCAC. Current Vendors may have to attend an update meeting if there are changes to the current policies/procedures to continue working in LCAC. Most updates may only be via email.

I understand and agree to the above statement.

D. Agreement

I have read this application and understand all the requirements. By signing below, I warrant that I understand and agree to comply with the contents and requirements of this application. Further, I understand that my registration is valid only if my health permits, alcohol license and insurance coverage remain current. Any violations of regulations may cause removal from the LCAC's registered list of approved caterers. As a new vendor, I agree to make arrangements to provide LCAC a sampling of catered products as part of the application and understand that the sampling will also determine acceptance.

Signature Date

LCAC encourages caterers of all types to apply. Cliental with varying tastes/budgets as well as events with varying needs based on taste, budget and theme will be held at LCAC. We would like to have a variety of offerings for these patrons to meet their individual needs.

***The Town of Leland/LCAC does not discriminate against any employee or any applicant because of race, color, sex, national origin, age, marital status, religion, or handicap unrelated to job requirements.*