

LCAC Studio Information & Policy Book

Table of Contents

LCAC Studios.....pgs. 2 – 3

Dance Studio, Mixed Media Studio, Painting and Drawing Studio, Practice Studios

Miscellaneous Important Information.....pgs. 3 – 4

Open Studio Hours, Classes, Guests, Selling, Community Tools, Containers, Personal Items, Tools, Cell Phones, Lost & Found, Abandoned Items, Emergency Exits, Town of Leland Ordinances

LCAC Studio Options.....pgs. 4 – 5

Open Studio Pass, Class Pass

Storage.....pg. 6

Lockers

General Cleaning & Studio Etiquette.....pg. 6

Wet Cleaning, Studio Etiquette

COVID-19 Considerations.....pg. 6 – 7

LCAC Staff Cleaning Procedures

LCAC Studio Information & Policy Book

The Leland Cultural Arts Center strives to provide inspiring, safe, and well-rounded community studios. To maintain this healthy studio environment, we require each studio user to review the information in this Policy Book and adhere to each item. Please direct any questions or concerns to the Parks, Recreation, and Cultural Resources Staff or your instructor. Studio users found intentionally violating these policies are subject to immediate ban from all studio privileges.

LCAC Studios

Dance Studio: Studio users who are enrolled in either a weekly class, or Private Dance Lessons are eligible to use the studio during Open Studio Hours. Open Studio Hours vary based on the day and week, as they are structured around regularly scheduled classes, workshops, and events. Open Studio Hours are limited to 8 studio users at a time. There is no cap on how many Open Studio Hours a studio user may use; however, space is available on a first come, first served basis. Open Studio space may not be reserved in advanced. Personal items, studio equipment, and space should be properly cleaned and put away prior to leaving the facility, even if the studio user plans to return at any point during the same day.

Headphones are required when there is more than one studio user utilizing the space. No street shoes are permitted in the Dance Studio.

Mixed Media Studio: Studio users who are enrolled in either a weekly class or have an Open Studio Pass are eligible to use the studio during Open Studio Hours. Open Studio Hours vary based on the day and week, as they are structured around regularly scheduled classes, workshops, and events. Open Studio Hours are limited to 8 studio users at a time. There is no cap on how many Open Studio Hours a studio user may use; however, space is available on a first come, first served basis. Open Studio space may not be reserved in advanced. Personal items, community tools, studio equipment, and space should be properly cleaned and put away prior to leaving the facility, even if the studio user plans to return at any point during the same day.

Painting and Drawing Studio: Studio users who are enrolled in either a weekly class or have an Open Studio Pass are eligible to use the studio during Open Studio Hours. Open Studio Hours vary based on the day and week, as they are structured around regularly scheduled classes, workshops, and events. Open Studio Hours are limited to 8 studio users at a time. There is no cap for how many Open Studio Hours a studio user may use; however, space is available on a first come, first served basis. Open Studio space may not be reserved in

advanced. Personal items, community tools, studio equipment, and space should be properly cleaned and put away prior to leaving the facility, even if the studio user plans to return at any point during the same day.

Practice Rooms: Studio users who are enrolled in Private Music Lessons are eligible to use the studio during Open Studio Hours. Open Studio Hours vary based on the day and week, as they are structured around regularly scheduled lessons, programs, and events. Open Studio Hours are limited to 2 studio users at a time, one per practice room, unless both users request to share a room (i.e. to practice a duet) then the cap is 3 studio users at a time. There is no cap on how many Open Studio Hours a studio user may use; however, space is available on a first come, first served basis. Open Studio space may not be reserved in advanced. Personal items, studio equipment, and space should be properly cleaned prior to leaving the facility, even if the studio user plans to return at any point during the same day.

With the exception of the keyboard in Practice Room B, studio users are required to bring their own instrument.

Miscellaneous Important Information

Open Studio Hours: Upon arrival and departure for Open Studio Hours, studio users are required to sign in and out at the Front Desk. If the studio user is staying after a class, it is required they check in at the front desk.

Open Studio Hours begin 15 minutes after a class has ended and end 30 minutes prior to a class starting and 15 minutes prior to the facility closing.

Updated hours are posted at the LCAC and online at www.townofleland.com/lcac under the *Art Studios* tab. Times listed on the Open Studio calendars are available for Open Studio Hours.

Classes: When a class is in session, only studio users enrolled in that particular class are permitted in the studio. All studio users are expected to be familiar with the class schedules; and to plan accordingly. Upon arrival and departure for a class, studio users are expected to sign in and out at the Front Desk.

Guests: Only currently enrolled studio users are permitted in the LCAC Studios.

Selling: The LCAC Studios are designed to be learning environments. Studio users are **NOT** permitted to make transactions on Town of Leland property outside of Town of Leland sponsored events.

Community Tools: These consist of various tools and supplies available to studio users. After each use, these items should be cleaned and placed back in their proper places.

Containers: No glass or containers with food labels are permitted in the LCAC Studios. All containers must be clearly labeled with its contents.

Personal Items & Tools: No personal items or tools are permitted to be stored in the LCAC Studios.

Cell Phones: Studio users are expected to be considerate of others; this includes cell phone use. Extended phone conversations should be held outside of the studios, regardless of whether the studio user is attending Open Studio Hours or a class.

Lost & Found: Located at the LCAC Front Desk. These baskets will be emptied periodically. Items left will be considered abandoned and will become property of the LCAC or discarded as necessary. The LCAC is not responsible for lost, stolen, abandoned, or misplaced items.

Abandoned Items: Supplies, tools, or personal items that are abandoned in studio space will be immediately moved to Lost & Found. 30 days after the expiration date of a locker, items abandoned in a Locker will become the property of the LCAC and will be communally used or discarded as necessary.

Emergency Exits: To be used only in case of an emergency. Alarms will sound when opened.

Town Ordinances: The LCAC is part of the Town of Leland. All studio users are required to follow all Town of Leland Ordinances. Visit <https://bit.ly/3cvmPG9> for more information.

LCAC Studio Use Options

To balance the needs of our studio users with the necessity to maintain a clean and safe community studio, the LCAC has designed two options for Open Studio use.

Open Studio Pass:

Individuals who have been previously enrolled in a weekly class within the designated studio are eligible on a case-by-case basis for an Open Studio Pass. An Open Studio Pass includes access to the designated studio during Open Studio Hours and use of the community tools.

- The LCAC offers a 1-Month, a 2-Week, and a Single Day Open Studio Pass. Open Studio Passes go into effect on the day of purchase, and can be obtained from the LCAC Front Office.

- Open Studio Hours vary based on the day, as they are structured around regularly scheduled classes. Hours will always begin 15 minutes after a class has ended and will end 30 minutes prior to a class starting and 15 minutes prior to the facility closing. Updated

hours are posted at the LCAC and online at www.townofleland.com/lcac under the “Art Studios” tab.

-There is no cap on how many Open Studio Hours a studio user may use; however, space is available on a first come, first served basis. Open Studio space may not be reserved in advanced. Personal items and community tools, equipment, and space should be properly cleaned and put away prior to leaving the facility, even if the studio user plans to return at any point during the same day.

-Upon arrival and departure for Open Studio Hours, studio users are required to sign in and out at the Front Desk.

Class Pass:

The LCAC offers a variety classes. Studio users currently enrolled in a weekly class within the designated studio are eligible for the same privileges as studio users with an Open Studio Pass. This includes scheduled access to the studios during Open Studio Hours and use of community tools.

-Open Studio Hours vary based on the day and week, as they are structured around regularly scheduled classes, workshops, and events. They will always begin 15 minutes after a class has ended and will end 30 minutes prior to a class starting and 15 minutes prior to the facility closing. Updated hours are posted at the LCAC and online at www.townofleland.com/lcac under the “Art Studios” tab.

-There is no cap on how many Open Studio Hours a studio user may use; however, space is available on a first come, first serve basis. Open Studio space may not be reserved in advanced. Personal items and community tools, equipment, and space should be properly cleaned and put away prior to leaving the facility, even if the intent is to return.

-Upon arrival and departure for Open Studio Hours, studio users are required to sign in and out at the Front Desk.

-Studio users with a Class Pass who are utilizing the Open Studio Hours prior to their scheduled class starting, are not required to exit the studio before the beginning time of their class.

-Studio users who are in a class and *not* planning to stay during Open Studio Hours, should be cleaned up and exit the studios within 15 minutes of their scheduled class ending. If the studio user is staying after a class, it is required they check in at the front desk.

-A Class Pass will always expire the Saturday before the next session (or Friday before the next session, if that weekend falls on a Town observed holiday).

Storage

Lockers: Lockers may be rented at the Front Office by any studio user wishing to store items in a secure place. Studio users are responsible for providing their own lock; and lockers must be properly labeled with the studio user's full name and date of locker expiration. Rentals expire one year from the date purchased. Locker Checks are performed periodically. The LCAC is not responsible for any locks or items left after the locker expiration date. All expired lockers will have their contents removed, and former studio user will be notified. Items will be held for 30 days before becoming property of the LCAC or being discarded as necessary.

General Cleaning & Studio Etiquette

The safety of each studio user is our top priority. The Parks, Recreation, and Cultural Resources Staff work endlessly to try to provide a healthy community studio environment for everyone involved; however, it is also the collective responsibility of all studio users to share in this cumulative effort.

Cleaning: Every studio user is expected to properly clean up behind themselves after each studio use. All areas and items (tables, floors, sinks, buckets, community tools, etc) must be cleaned appropriately. Guidance on how to clean each studio can be received from your instructor or the Parks, Recreation, and Cultural Resources Staff.

Studio Etiquette: Studio users should always be mindful of themselves and the space and materials they are using. A studio user should never move or touch any in-progress works, tools, or items that are not their own.

COVID-19 Considerations

The Town of Leland continues to monitor the pandemic and will follow the Governor's Executive Orders. The Parks, Recreation, and Cultural Resources staff is taking steps to maintain the safety of all LCAC users by adhering to regular sanitizing practices and making adjustments as needed. An inherent risk of exposure to COVID-19 exists in any public place where people gather. By attending classes, open studio, or other programs at the LCAC, you voluntarily assume all risks related to exposure to COVID-19.

Studio users should only enter LCAC Studios if feeling well and should wash their hands often, using soap and water. While face coverings are recommended, studio users are not required to wear them.

Notice: If a studio user alerts staff that they have tested positive for COVID-19, all studio users who may have been in contact with that person will be notified in regards of the exposure. We highly encourage all studio users to let staff know if they do test positive and have been in the facility so we can contact those who were in the same space and allow them to make the best decisions for themselves and their families. Studio Users reporting positive test results will be kept anonymous.

Staff Cleaning Procedures: Parks, Recreation, and Cultural Resources Staff thoroughly sanitize and disinfect buckets, tables, surfaces, community tools, stools, sinks, and all other studio equipment 1 – 2 times daily.

Sanitation Stations: Located near the entrance of the studio, stations house hand sanitizer, disposable gloves, and sanitizer spray available for any studio user who wishes to use them. An additional station at the entrance to the facility offers masks, hand sanitizer, and wipes. Please alert Parks, Recreation, and Cultural Resources staff if any items located on these stations need to be replenished.