



## CAPLA Studio Rules

Studio Culture can be an important experience and your first opportunity to practice collaborative skills. Studio Rules will help guide you and your classmates to the best possible experience in studio. However, breaking these rules will constitute a Code of Conduct violation and could result in your removal from studio.

### **Behavior:**

Avoid disruptive behavior. Do not take items that do not belong to you. Do not move shelves or lockboxes that do not belong to you. Do not participate in activity that may cause personal injury or might damage student work. Do not throw anything in the studio - ever. Skateboards, bicycles, or other recreational equipment shall not be used in the studios. Comply with all university policies listed in your syllabus. **Respect others in the studio at all times.** The use of spray paint and spray adhesives is forbidden in the studios and landings of CAPLA facilities. There is an area reserved for spray applications at the material labs loading dock.

### **Noise:**

Keep it down! Studio is a place of sharing, debating, advising, and rehearsing. If it gets too loud, ask nicely. If the noise persists, talk to your professor or the associate dean. Play your music and video over headphones, only.

### **Desks:**

Respect the work of others. Keep your work confined to your workstation and group work within group areas. Do not post or display profanity or obscene images, statements, or video content. No smells or substances to which others might be sensitive are permitted. Personal items are allowed per attached policy.

### **Garbage and paper disposal:**

Dispose of your garbage and trash (especially food) –DAILY! Keep aisles clear – It's the code!

### **Microwave and refrigerator:**

Keep appliances clean – cover your food when cooking. If splatters occur, it is your responsibility to clean up. Regularly clear out the fridge. No open flames are permitted in studio areas.

### **Storage:**

Label all personal items, including cabinets, chairs, and storage areas. Unidentified materials will be trashed. Change furniture layout only after consultation with those impacted and by permission of the studio coordinator. Work tables are for work, not storage. Locks on cabinets are fine if assigned by the studio coordinator. Bicycles may not be stored within studios per fire code.

### **Computer stations:**

Do not download or install programs on university computers. Do not eat or drink at the computer stations. The printing station is for printing only. Do not erase other students' work from the print queue.

### **East Building Exterior Windows:**

Windows in the East building must be kept clear at all times. Do not write on or attach any material to the windows, or lean objects against them.

Each studio is invited to collaboratively add to this list to enhance the culture of the individual studio.