

BUILDING ACCESS AND USAGE POLICY

**Department of Art & Design
Millersville University**

Breidenstine Hall has over 56,000 square feet of studio and classroom space. Student access to studio facilities varies. Approximately one-half of the studios have a 24-hour access policy. The other studios have student monitored hours with at least 30 hours per week for each studio. In the studios, with 24-hour access, the larger machinery is locked up or incapacitated for safety reasons when a faculty member is not present to supervise. The University Police lock the building at 11 pm nightly, so students are given a signed pass for access during the off hours (11 pm - 7 am; M-F and during the weekends).

BUILDING HOURS:

Monday- Friday: 7:00 am to 11:00 pm
Saturday & Sunday: Open by arrangement

STUDIO DEFINED:

Rooms designated for the teaching and creation of art. Often containing media-specific machinery and equipment utilized in the production of art.

COVID-19 SAFETY POLICIES:

1. Students must wear masks at all times when in Breidenstine Hall.
2. Students must abide by all COVID studio safety guidelines on display in the studio being utilized.
3. Food and/or drink may not be consumed in any of the studios in Breidenstine Hall.
4. Children are not allowed in Breidenstine Hall.
5. Pets are not allowed in Breidenstine Hall with the exception of service animals.
6. All guests must wear masks, and practice social distancing.
7. Studio access is only for students enrolled in that particular course. No one else has studio access.

FACULTY RESPONSIBILITIES:

1. The Department of Art & Design faculty are responsible for the administration and enforcement of this policy.
2. Faculty who wish to permit students and/or studio assistants to use studios at times other than specified on this policy must be present or make specific arrangements for unique circumstances.
3. Faculty who wish to have students work in studios other than their specific studio must have permission of the appropriate faculty member who is responsible for that studio.
4. No exterior entrance key, building master key, or MU OneCard swipe privilege shall be issued to an undergraduate student. Keys may be issued for specific studios for studio assistants or students elected by faculty. Faculty will be responsible for the individuals they provide keys.
5. Faculty overseeing a studio is responsible for notifying the proper authorities of hazards or potential hazards.
6. Professors should not attempt to make any mechanical or electrical system repairs alone. Repairs should be performed by trained and experienced MU facilities staff.
7. Studios not in use will remain locked.
8. Faculty must oversee that all chemicals and chemical wastes are properly disposed of, stored, containerized, labeled, and segregated.

9. Faculty must ensure all guards, emergency shutoffs, lockouts, and other safeguards on mechanical or electrical equipment are functioning and are tested frequently.
10. Faculty must train and require all students to use and wear appropriate personal protective equipment.
11. Faculty must inform students that all means of egress in the building cannot be blocked or obstructed by projects, equipment, materials, etc.
12. Faculty must inform all students of appropriate safety procedures for their lab/studio/process/discipline.
13. The faculty must take any malfunctioning equipment out of service and keep it out of service until it is repaired.
14. Faculty must ensure no open flames are permitted in the building except where needed as part of the art process (Jewelry, Ceramics, Sculpture, etc.). All necessary fire safety precautions must be followed when using open flames (welding, kilns, torches, etc.)

STUDIO ASSISTANTS:

1. Studio assistants are expected to be present in the studio during specified times arranged with the supervising professor.
2. Studio assistants must limit work during the above times to assigned studio duties.

STUDENTS:

1. Open studio hours are only for students currently enrolled in courses taught in the department.
2. Students are not permitted in studios at any time other than the posted building hours without expressed written permission of the faculty member responsible for the studio being utilized (blue cards).
3. Any student organization activities taking place in the facility must be supervised by the faculty advisor to that organization or have alternative arrangements made for unique circumstances.
4. Acceptable studio activities are limited to those necessary to complete course requirements. Outside projects are prohibited except with expressed written permission of the supervising faculty member.
5. Students are must use appropriate personal protective equipment. Depending on the studio, students may be required to wear safety glasses, hearing protection, dust masks, or another PPE.
6. Students must wear acceptable clothing in relation to the studio. Proper footwear is strongly recommended.
7. The use of tobacco products, alcohol, and drugs are prohibited in Breidenstine Hall.
8. Students will not attempt to make any mechanical or electrical repairs. Any equipment that is malfunctioning should be immediately reported to the faculty member responsible for that studio.
9. Students are responsible for storing their project in an acceptable manner. Lockers are available in the basement of Breidenstine Hall. Certain studios have limited storage for student work. The Department of Art & Design will accept no liability for lost or stolen student work.
No pets are allowed in the building with the exception of service animals.
10. Students must abide by all studio safety guidelines on display in the studio being utilized.
11. Individual studios may have further usage and safety policies including but not limited to electronic devices such as MP3 players, phones, tablets, and laptops.
12. Students must dispose of any chemical waste in approved and labeled waste containers following specific waste disposal procedures. Students must never mix different types of chemical waste in a container unless directed by

the professor or studio assistant. Students must ask their professor or studio assistant for directions on how to safely dispose of any chemical waste if they are unsure of how to do so.

Students must store chemicals in approved chemical storage containers and lockers.

13. Students must use specified ventilation equipment in any lab or studio as directed by the faculty member or studio assistant.
14. No unattended children are allowed in the studios or laboratories.

Approved – August 16, 2021