

## **Pomona College Studio Art After Hours Access Application for Students Not Currently Enrolled in Studio Art Courses**

Pomona College students who have completed a Studio Art course at Pomona College occasionally contact the Art Department to seek access to facilities in order to produce work for another class or for themselves. In order to streamline this process and provide opportunities for students to utilize the facilities on an ad-hoc basis, this application must be filled out in advance of when they need to utilize the space. It can take up to two weeks to process and grant swipe access, so please plan in advance!

Please email completed forms to [lisa.auerbach@pomona.edu](mailto:lisa.auerbach@pomona.edu) or put in her mailbox in the art office.

**Name and ID#:** \_\_\_\_\_

**Contact information:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Courses completed in the Art Dept:** \_\_\_\_\_

**Date of intended use:** \_\_\_\_\_ to \_\_\_\_\_

**Room(s):** \_\_\_\_\_

**Project description** State what you intend to use the facilities to do, what equipment (if any) you intend to use, what experience you have with this equipment, and if this is a school or personal project:

**Materials** (Studio Art does not provide materials for use of students who are not enrolled in Studio Art classes, with limited exceptions.) State what materials you will be using and how you will be procuring the materials:

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Signature and Date

Approval is for the time, project, and student on this application and is non-transferable. The Art Department will approve applications based on projected use of spaces for classes over the course of the semester. Applications will be reviewed in the order in which they are received.

Applications to use the Studio Art facilities to make projects that involve toxic materials will not be approved.

Students must also sign the Studio Art After Hours Access form (on reverse side)

## Pomona College Studio Art After Hours Access

All students enrolled in Studio Art classes will have access to Studio Art facilities M-F, 9-5pm  
To gain after hours access, students must agree to the following:

1. After hours use of Pomona College Studio Art facilities is limited to Pomona College Art Majors, students currently enrolled in Studio Art courses at Pomona College, and other authorized users. Facility access is non-transferable.
2. Art supplies stored in Pomona College Studio Art facilities are for the use of students currently enrolled in Pomona College art classes only. Art majors must get permission from Dept Chair<sup>1</sup> or Area Overseer before using any materials.
3. Equipment access is limited to those who understand how to use the equipment.
4. Broken equipment needs to be reported immediately to the Dept Chair (Lisa) and a sign needs to be put up that says "broken." If a computer is malfunctioning, students need to send an email to ITS.
5. Visitors: It is understood that students will want to share their work with friends and colleagues. Visitors are welcome after hours, but may not use the materials and facilities.
6. Doors may not be propped open.
7. Student access (to studios) when no longer enrolled in art courses: Requests for after hours access to Studio Art Studios to work on specific projects will be considered by application only. Applications are available in the Art Office.
8. Alumni access: Graduates of Pomona College will be allowed access if they are being employed by Pomona College. Examples include: invited speaker, museum employee, guest artist, teacher.

Students found in violation of any of the above will lose after hours access.

I \_\_\_\_\_, have read, understood, and will abide by the rules for Studio Art After Hours Access.

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Signature and date

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<sup>1</sup> Dept Chair 2018-2019 Lisa Anne Auerbach. Fall, 2018 Painting: Sandeep Mukherjee, Sculpture: Michael O'Malley. For Photography, Digital Arts/Computer Lab, Drawing: Lisa Anne Auerbach