

## **ARTS AND CRAFTS ROOM POLICY**

The Arts and Crafts Room is open for use by any resident of Brittany Pointe who is involved with one of the crafts, has signed an acknowledgement of these policies, and has been given a key to the room.

Four major activities share the room: Artist Workshop, Bazaar Crafts, Quilting, and Wood Carving. Each group has its own day and time. Items that are general in nature and which have been furnished by ACTS, donated by residents or purchased by the Residents Association, are intended for use by all activity programs. Each group must leave the room clean for the next class.

Each of the groups has its own storage area, drawers, or portions of the closets for storage of specialized equipment and supplies used by that group. Such items shall be marked and labeled. Because most of these items are specifically designed for that craft only, items stored in these identified areas are to be used only by those involved in that group. Expensive tools and supplies improperly used by an inexperienced person can render them worthless for their intended purpose.

General purpose materials such as paints and glues, may be used appropriately by all arts & crafters, but must be treated as an 'expense', and should be conserved after use by thoroughly cleaning the nozzles, and firmly replacing the caps to prevent clogging. Paint cans with lids must have the groove of the can cleaned completely of all residue paint before replacing the lid firmly. This prevents subsequent damage to the can and the paint when the next person uses it. In the past, more paint has been wasted than has been used. Quality art materials and paints are very expensive.

Materials such as fabrics, yarn, crafts, or artists' supplies may not be deposited in the Arts and Craft Room without the permission of the contact person for that activity.

If a resident wishes to work on a craft other than his or her normal association, permission must be obtained from the leader of the craft before using any specialized equipment or supplies associated with that craft.

Should the need arise for a key-holding resident to borrow any item for use in his or her apartment, it must be signed out, as would a library book, on the proper form. Personal property of a resident is not to be left in the Arts and Craft Room unless it is of a nature that would prevent it from readily being moved to and from the resident's apartment.

The arts and crafts leaders are responsible for all expenditures for that activity. This person must approve purchases of materials or supplies with funds from the Residents Association.

Violations of these rules may result in the resident having to return his or her key and being prohibited from using the room. The joint leaders of the various crafts will make the decision in such a case.

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