“THE FACTORY” AGREEMENT – REGULATIONS AND RULES

1) The BCB “Factory” arts building has space and facilities available to BCB students with an academic purpose for using the building. Any space in the building, private or shared, cannot be used unless permission has been granted.

2) Chip access will only be granted to those students who have completed orientation for registered classes using the building.

3) No smoking is allowed anywhere inside the building. There are to be no projects using open flame inside any part of the building.

4) Fire exits and fire lanes (black-taped areas) must be kept clear of any obstructions.

5) No spray-painting inside of the building. This includes any strong, odorous materials. All production involving odor is to be done outside the building.

6) All work surfaces (table and floor) must always be protected with thick plastic or cardboard. If production is to happen outside, ground / concrete is also to be protected.

7) Food must be always cleaned up and removed immediately. Any food used for an art project must be disposed of after presentation in a lidded trash can.

8) All students are to always be respectful of other student artworks and personal property.

9) No art projects may function as weapons, or potentially cause bodily harm.

10) No sandals, flip-flops, or bare feet will be allowed inside or around the workshop areas, which includes walking through the workshop.

11) Students should always wear proper protection when needed (goggles, gloves, dust masks, etc.). BCB will always try to provide these items.

12) If you are uncertain how to use any piece of equipment, or require assistance, please ask!

13) Students must be aware of who else is working in the building after dark. Any curfews established by Bard College Berlin must be respected.

14) NO objects, artworks, personal items are to be left in the workshop. Any unidentified property left in any common space is subject to either be taken or thrown out, without restitution. All private property MUST be labeled and stored in its proper shelf or location.

15) All workshop items must be returned when not in use. Any items leaving the building without permission will be considered stolen, and access to the factory may be suspended. If an item must be borrowed for a purpose outside of the building, contact the arts staff, and be prepared to leave your Student ID as a deposit.

16) All students must respect signage that may involve rules that are not mentioned in this document. This includes signage indicating reserved spaces where communal use is restricted.

17) There are to be no architectural changes to studios or any areas inside or outside of the building without first speaking with your Professor or Studio Arts Manager. When repainting any walls that need restoration, please consult with arts staff beforehand.

18) During completion week, any space used by a student must be returned empty with clean walls and floors. All garbage must be bagged (or boxed) and properly disposed of. All students must accept the penalty of grades being affected and / or fines imposed if items are left (or renovations unfinished) by the inspection deadline.

19) The large, unused building known as “The Shed” (as you enter Eichenstrasse 43) is off limits to students. Access for materials must be arranged via Studio Arts Manager or Arts Assistants.

20) Students MUST make sure all lights are turned off and doors are closed when leaving the building. No windows or doors are to be left opened or cracked. Electrical items must be unplugged!

** Contact Studio Arts Manager Joon Park with any questions: j.park@berlin.bard.edu