

# Studio Rules for a Creative Space

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- 1 REMEMBER THE GOLDEN RULE: Treat others as you would like to be treated.
- 2 EVERYONE working in the studio is responsible for the condition of the space.
- 3 WHEN FINISHED working, clean your area and any studio equipment or tools you used.
- 4 RETURN TOOLS (cleaned!) to their proper location after you use them.
- 5 LABEL YOUR TOOLS using permanent marker. Before you borrow someone else's tools, ask permission.
- 6 BE FAIR in your use of table surfaces and storage areas. Consolidate and share space with others.
- 7 ASK PERMISSION to use equipment and use it properly. It is expensive to fix and difficult to replace.
- 8 PLAN AHEAD. Allow ample time for firing deadlines.
- 9 LIMIT NOISE. Keep loud conversations and cell phone use OUTSIDE the studio.
- 10 SHOW CONSIDERATION when an instructor is lecturing or helping another person.