

# Creative Arts and Technology Center

## Building Policies and Procedures

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### **Use of Creative Arts and Tech Center**

While the Center will be managed for the Clubs installed therein it must always be understood that the Center belongs to all of the residents of Quail Creek including renters. The usage of the structure and the Studios by non-club member residents/renters and guests will be permitted but under a scheduled and structured program managed by the Clubs.

As with all club members the non-club members must receive training and orientation for the use of equipment and be certified by a Studio Monitor before they may use the Studio. In addition, all users of Studios must sign a waiver and release statement prior to use which are to be kept in Studio files for reference. Non-club users who are certified to use a Studio are subject to the same fees and considerations as club members. Non-club users who frequent a Studio on a regular basis will be required to become a club member and pay club dues.

### **Special Events**

All clubs are required to hold special events during the year which must be overseen by the Studio Monitors. These include Demonstration and Introduction Days, Open Houses for the entire Center and weekly Open Studio periods for non-members. In years when the POA hosts Discover Quail Creek the Center will be open and available to all visitors and guests and again require the attendance of Monitors or Club Members to act as Ambassadors and Studio Representatives.

### **Club Rosters – Members, Officers and Monitors**

Clubs are required to maintain an updated roster of members and officers in good standing. Rosters will include the name, address and contact information for each person on the roster. The Monitor Roster will be submitted separately every six months with copies to the General Manager and to Patrol as well as the POA.

### **Waiver and Release Forms Required**

Aside from being certified by Studio Monitors a user of the Center must sign a waiver and release form (W/R) before access to Studios is permitted. A copy of the W/R form can be found in Appendix A of the CATC Operations Manual. Clubs may use their own W/R forms. It will be the responsibility of the Clubs to keep a file of W/R forms. No one who has not signed the W/R or who refuses to sign the W/R form will be allowed to use any studio.

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### **Hours of Operation**

The Center common areas, but not the individual studios, will be open from 6:00 AM in the morning to 9:00 PM in the evening, seven days a week, including Holidays. Individual studio hours are set and maintained by the Clubs themselves. The Center will be opened and closed by the Quail Creek Patrol. After hour operations may only be arranged by Studio Monitors calling the Patrol at least 12 hours in advance.

### **Key Management System**

Keys to the outside Entrance and Rear Door will only be in the hands of Patrol and a few key management staff. Studio doors are equipped with individual locks, with each Club receiving a minimum of five door keys. Studio door keys are only to be signed out to certified Studio Monitors, no one else, with each Club receiving keys for this purpose. Patrol will need to open and close the building doors each day and the Studios will require that a Monitor for the Club, certified in the operation of the Studio, unlock and lock the door to the Studio. Keys may not be duplicated. Lost keys will be replaced by the responsible Club for a fee not to exceed \$25.00.

### **Road Access to Center**

Vehicle access to the Center will be by a one-way road entering from Quail Crossing Boulevard and exiting via Oak Hill Lane. Parking for the Center will be available from the Quail Crossing entrance and from the normal entrance to the Madera Clubhouse. Deliveries to the Center should be through terrace doors if a Studio is accessible from that side or, if not, from the back door on the Center's east side.

### **North Side Terrace**

Studios on the North side of the Center will back onto a covered Terrace and will have doorway access to the Terrace. This Terrace is to be kept free of all storage and materials. A table and chairs may be placed on the Terrace but must be removed every night. Clubs backing onto the Terrace will accept all supplies and material deliveries to their Club via the Terrace. Smoking is not permitted on the Terrace nor is loud noise or profane language. A cart for delivery of goods will be supplied for club use. Terrace doors are only to be used for deliveries to the Studio, for quiet break periods and emergency exit.

### **Access to Storage and Janitor's Closet**

A fully stocked Janitor's Closet off the entrance hallway will be left open at all hours and is for the use of all the Clubs in the building. Janitorial equipment is to be returned to the Closet after use and cleaned for the next user. The Storage Room,

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next to the Janitor's Closet, will be kept locked and be accessible to the Clubs through Studio Monitors.

### **Studio and Building Janitorial Services**

A firm hired by the POA will be responsible for maintaining hallways, including floors, walls and light fixtures, bathrooms, hallway display case windows, exterior windows and glass doors. Clubs will be responsible for the cleanliness of their studios on a daily basis. Light fixture bulb replacement will be the responsibility of the POA and all light fixtures will use day light bulbs and tubes. Trash baskets in the Studios are the responsibility of the Clubs and can be emptied in a dumpster located outside the Center. Should a Club need a small step ladder for access to cabinets, the Club shall purchase and have available a small two step ladder with a hand bar or grip to prevent falling. Studios will be deep cleaned by the POA (including floors) once every two months.

### **Break Room Management**

The Break Room is open to all Clubs, visitors and guests to the Center. It will contain a cash vending machine for soft drinks, a full size refrigerator, microwave oven, table, four chairs, cleaning supplies and normal consumables such as drink condiments. A Keurig Coffee Machine will be located in the break room for use by those wishing to bring Keurig Coffee and Tea packs with them. Responsibility for cleaning the Break Room will reside with the contracted building cleaning service. Foodstuffs are not to be left in the Break Room (including the refrigerator) overnight. Each Club will be assigned a one-month time frame during which they will be responsible for ensuring no foodstuffs are left overnight in the Break Room and that the Break Room is uncluttered. Alcoholic beverages, including beer and wine, are not permitted in the Center or on the grounds of the Center.

### **Hallway Display Cases**

Each Club will have an assigned Display Case which they may use to display and sell items made in the Center. Display cases must be tastefully decorated for display purposes with the overall maintenance of the case the responsibility of the Studio. The POA Board reserves the right to have obscene or highly objectionable materials removed from display by any Studio. Clubs have the right to charge a small commission fee for the sale of an item to go into the Club Treasury. Items in a Display Case must be marked with the item name or style, name of the seller, price and contact information for the seller and the date that the item was put on display. If an item is displayed for its aesthetic appeal only it must be marked with a NFS tag (Not For Sale). Maintenance and appearance of the Display Case is the responsibility

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of the Club and is of paramount importance. The Hallway Glass will be maintained by our Maintenance service. There is one display case by the restrooms for use by the Fine Arts Painting Club.

### **Operations Manual for the Center**

During the first year an Operations Manual will be compiled with information on the structure, its systems, location of items, safety items, Club contact information, names of Studio Monitors, emergency numbers and contacts and other important information. Each Club will receive a copy of the manual for updating by their Club.

### **POA Staffing of the Center**

For the first three to six months of its operation the POA will hire staff to work in the Center at least six hours a day. Their function is to observe, assist, maintain statistical information, host non-club members, give tours and assure that required Studio Monitors are present when Studios are open. Existing POA part time personnel will be asked to perform this function and no new staff positions will be added to the payroll. After three to six months the POA Board will assess the usefulness of the position and its need and either discontinue the position or extend it.

### **Club Equipment Replacement Policy**

Equipment needing replacement will either be purchased outright by the Club or on a cost share basis with the POA. Our intention is that equipment costing less than \$2,000 be replaced by the Club. Equipment exceeding \$2,000 may be purchased by the Club or the Club may ask that the POA share half the cost. The POA's decision on cost share will be influenced by factors including: was the equipment to be replaced well used over a long period of time or was the equipment to be replaced broken through misuse?

### **Technical Equipment**

Each Club is responsible for providing a printer, copier, scanner or laptop for use by the Club if so desired. The Center will not be providing a printer, scanner or computer for Center or Studio use. The Center will however have an advanced Wi-Fi system throughout.

### **Kiln Yard**

Kilns, regardless of size must be fired and controlled by experienced and certified club members. The Exterior Gate to the Kiln Yard shall be locked at all times and only opened as needed for access. The Gate will be on the same key as the entrance doors and can be opened by Patrol. The gate can also be opened for emergency exit

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from inside the kiln yard. When kilns are being fired all overhead fans must be in use to move the air. The large gas and large electric kilns shall not be fired while club members are moving around or present. These two kilns may be fired at night, on days when the Club has a kiln day or with access to the kiln yard secured and monitored. The Kiln Yard must be kept free and clear for movement of carts and material, stacking, loading and unloading kilns and general maintenance. When fired the large gas kiln will be blocked off from any one passing or approaching the kiln except the kiln master. The POA will assure training for those who are designated as kiln masters and that they are certified for that purpose using the kilns in the Center.

### **Safety and Communications Equipment**

One defibrillator will be located in the Break Room and one Emergency Phone with direct access to 911 (accompanied by building address) will also be found there. Clubs are required to purchase and maintain their own first aid kits with adequate supplies for burns, cuts, eye care, bleeding wounds and etc. No other phones will be provided in the building and cell phones will be required for normal communication. Laptops, pads and computers will have access to a WI-FI system that is building wide.

### **Studio Monitors**

It is the policy of the Center that all Clubs will certify and appoint Monitors to be present at all times when a studio is open or that a club member or other person is using the studio. Monitors will be identifiable by badges to be worn while in the studio and will have the only keys to open and close the Studio. If Patrol finds a Club operating without a Monitor present the Club will be vacated and closed until a Studio Monitor can be present.

While the Center will be open all day, clubs may schedule their time to coincide with Monitor availability on given days of the week. In rooms shared by more than one Club, each Club must have their own Monitor present in order to work. A Monitor from one Club is not authorized to oversee the work of another Club unless that person is a member of both clubs and is certified to monitor by both clubs.

Monitors serve as guardians of studio equipment, ambassadors of good-will to visitors and guests, gate keepers to assure that those using equipment are certified and those that wish to use equipment become certified. She or he also assures that upon closing the Studio the room has been properly cleaned and maintained by those using it. Studio Monitors will receive extra training and orientation by the POA as part of the certification process. Subsequent to initial training and orientation, the POA will provide periodic Monitor training as required.

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Clubs are encouraged to have enough Monitors to assure that schedules may be maintained and supported.

### **Club Member and User Certification**

All Clubs are required to train and certify Club members and users in regard to Club policies, safe use and familiarization with equipment, operational details, safety concerns and responsibilities. All users are to receive Club identification noting certification. How certification is done and to what level of detail is left to the Clubs. Where dangerous equipment is involved as in the Woodcrafters Studio, members must be certified in all the pieces of equipment being used.

### **Storage of Material and Product**

First and foremost, Studios cannot look like closets and garages; they must appear clean and open. Storage leaning against walls and in aisles will not be permitted on a continuing basis. Exceptions may be granted in some cases depending on the situation. Cabinets and storage units will be assigned prior to occupation of the Studios after consultation and discussion with those clubs involved in sharing a Studio. Personal tools and other small items should be taken home by Club members as there is no room provided for lockers or individual storage space. All cabinets and storage units will be labeled by Club and usage.

### **Club Charters**

Each Club will be required to sign a new Charter with the POA detailing Studio appearance, usage, safety and operation of their Studio or a portion of a Studio. This will also deal with waiver and liability issues. The POA Board reserves the right to maintain a high standard for the Center, adherence to the policies and rules of the Center and its right to correct situations that may occur contrary to this standard. Clubs that fail to maintain their Studios, create operational difficulties with other clubs or generate problems for the Center on a recurring basis will be given time by the POA to correct the situation. Failing that, the POA Board reserves the right to require reorganization of the Club and that new officers be elected.

### **Treatment of Studio Walls**

No pictures, charts, photos or other items may be affixed directly to any Studio wall. Display boards may be used but must be portable and not affixed to the wall. Items may lean on or stand freely in front of walls so long as aisles are not blocked and no safety issues arise. Items that have been affixed to walls prior to your occupancy are not to be moved, removed or otherwise impacted. During your initial tour of the

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Studio with a POA Board representative feel free to discuss how your Club might be able to discreetly have a small bulletin board.

### **Signage**

All interior and exterior signs will be provided by the POA. Cabinets and storage units may have labels affixed by a Club so long as they are machined labels without handwriting. Any signs that a Club wishes to have installed in addition to those provided will need to have the approval of the General Manager. An Osborne Television System as currently installed in the Clubhouse and at Anza will be located in the Center and can be used by the Clubs for information and other items. The individual rooms of the Center may be called Studios, Labs or Workshops.

### **CATC Operations Committee**

To assure a collaborative and creative environment a CATC Operations Committee will be formed upon opening of the Center. This Committee will consist of one member from every club in the Center along with a POA Board liaison member. The Committee will have officers and will meet once a month to discuss operations in the center, concerns from any of the Clubs and issues in general. The Committee will have no direct authority but will instead submit a monthly report of their meeting noting any concerns or items needing attention to the Operations Director and the General Manager.

### **Fire Department Access**

A lockable Green Valley Fire Department key box will be installed by the front door of the Center to house a key for emergency entrance to the Center.

### **Studio Art and Craft Classes**

Classes for members and residents are encouraged and supported. Due to the size of the studios and their use, class size is limited to a maximum number of 20 students. Fees may be charged for classes to recover costs and instructor fees. Instructors must be proven in their fields with valid credentials or appropriate experience and thereby certified to teach and use Center equipment. During the initial opening of the Center classes will be required for most Studios if not all to assure that club members are certified. Those wishing to conduct classes for the purpose of certification will be required to show background and experience and can be immediately certified for the Studio and for class instruction in their specialty. All class instruction must reserve Studios in advance for use by the Class.

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Outside instructors and guest artists are welcome to appear, instruct, demonstrate and provide support. They too may charge fees for their work as negotiated by Club Officers.

(Past problems with insurance for outside instructors have been resolved and they are no longer an issue.)

Classes that require larger group size and can be done away from a Studio may reserve time in the Conference Center upon its completion or the usual rooms in the Clubhouse.

### **Room Schedules and Reservations**

All clubs, whether the only occupant of a Studio or a shared occupant, must prepare and provide monthly schedules of reserved use and free time for posting and distribution. Clubs that share space must agree to share Studio time, time alone or a combination of times in the Studio and agree on appropriate schedules. Open houses, demonstration times and resident use time with a Monitor must also be provided for as required. Class hours, as all hours, must be reserved in advance. Almost all of our clubs have experience with this process.

All Clubs should post their monthly schedules on the Osborn Television system and on the Quail Creek website at a minimum. Free time in any Studio must have a Monitor present, without exception.

### **Studio Furnishing**

Every Studio is furnished in a specific manner and with specific furniture. Furniture is not to be moved to or exchanged with another Studio. Some classes and some clubs will rearrange a room for a specific function or activity. It is not up to the next occupant of the Studio to put things back into place. It is the responsibility of the using class or club to put things back when they are finished and leave the Studio as they found it or even in better condition than when found. A piece of equipment that is not affixed can be borrowed by another Studio if an agreement is reached between both clubs.

### **Hazardous Material and Use**

Most Studios will have need for the use of some materials that are hazardous for cleaning, painting or in production of material. Club members and Monitors must be aware of such substances and careful in the proper handling of those items. The label "Hazardous Materials" covers a multitude of things: flammables, compressed gasses, corrosives, oxidizers, poisons and dusts are several. Of particular concern are



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those items that pose a specific threat to persons or property improperly stored and kept in a Studio.

To assist with this concern the POA Board will provide one of its employees with training, to randomly tour the Center and be sure that items are being properly stored and maintained. Simple corrections will be required if problems are found.