ART STUDENTS LEAGUE
OF DENVER

Welcome to the Art Students League of Denver! *We are delighted that you have joined and hope your experience will expand your appreciation, enjoyment and love of art for years to come. From the League's inception, it established a protocol for its members, students, faculty and staff in order to maintain an environment that promotes respect, individuality, equality and the highest standards of excellence. We would appreciate you reviewing the following policies with the idea that they will maximize your enjoyment at the League. Thanks!*

The Art Students League of Denver is an equal opportunity school. People of all ages, races, ethnicity, gender, sexual orientation, creed, religion, ability or national origin are welcome as members, students, staff, board and faculty.

NEW ONGOING CLASS AND WORKSHOP REFUND POLICY – Effective November 1, 2009
Students who wish to cancel their registration must submit a Refund Request Form to Tyler Campbell, Director of Operations, by email at programming@asld.org (preferred) or by dropping it off in the office. The League reserves the right to refuse any request (except on cancelled classes). **Membership fees are not refundable. The League does not transfer classes or offer class credits.**

- 100% refund: If cancelled by the Art Students League of Denver due to low enrollment
- 75% refund: Student cancels and refund form received five business days before class start date
- 50% refund: Student cancels and refund form received less than five business days before class start date
- 0% refund: Student cancels and refund form received on or after date of first class

Please Note: The date we receive your refund form will determine the % of refund as stated above (except cancelled classes). Please allow 3-4 weeks for refunds to be processed.

- MATERIALS FEES: No refunds will be given for materials fees unless the League cancels a class.
- TRANFERS: The League does not transfer classes or offer class credits, except in the case of BUILDING CLOSURES: If the League must close its school or cancel classes due to building system problems or *Acts of God,* i.e., blizzards/snow, floods, tornados or other extreme conditions, refunds to students currently enrolled will be given in the form of credits to be used for the rescheduled class or workshop or another class or workshop of the same or lesser value. Credits will expire 12 months from the date of issue. In the event the enrolled student cannot use the credit, it is transferable.
- SUBSTITUTE TEACHERS**: No refunds will be given if a substitute teaches a class due to the temporary absence of the scheduled faculty member.** Though every faculty artist has made a commitment to teach his/her class, emergency situations arise and in lieu of cancelling the class, the League or faculty member will do everything possible to find a substitute for the scheduled class period. Refunds will be issued only if the class must be cancelled.

General Policies:

- Faculty, students, board, staff and models respect the right of others to learn, teach, or work in a hassle-free environment. Inappropriate comments, gestures or actions that may be construed by a reasonable person as sexual harassment under Federal guidelines will not be tolerated. The offending party may be asked to leave class or the grounds of the Art Students League of Denver without refund of fees paid. The instructor or class monitor has the final say on what is appropriate in the classroom.
- The League reserves the right to refuse service to any person based on cause or provocation.
- **Cell phones must be turned off** during class sessions. If a call must be made, please do so in the lobby, porch or garden areas.
- To ensure privacy, the office staff does not give out phone numbers or addresses of models, members, office staff or instructors, unless specifically authorized to do so.
- The League does not rent or sell its membership mailing list, preserving each member's right to privacy.
- In the event the League has to close because of weather conditions or a faculty cancellation, the staff will make every effort to call currently enrolled students to inform them of the decision and any scheduled make-up dates. Please be sure we have your current phone number on file. In the event of a weather cancellation, students should consult the school cancellations on the local TV stations for information regarding closures or cancellations at the League.
- **No smoking** is allowed in League buildings or on the grounds. Beyond the gates, cigarette butts should be dropped in designated pots only.
- **The League may not be held liable for loss, theft or damage of personal belongings.**
  - A word of caution, be sure to lock your car and secure your bicycle to the rack outside the League's facilities.

Class Registration Policies:

- Members may observe an instructed class before enrollment to determine if a class is appropriate for their skill level and expectations.
- **Enrollment in a class may be reserved only through payment**, unless special provisions have been made with the office. Enrollment in classes is on a first come, first served basis. Students may request to be wait-listed for workshops that are full.
- Check or credit card payments that are returned for insufficient funds will be subject to a $20 processing fee.
- Written parental consent is required for members ages 16 to 18 who wish to attend any class where a nude model will be present. In addition, members between the ages of 16 and 18 who want to attend life-drawing classes must receive instructor approval.

Studio Policies:

- **Open Studios:** All painting and drawing studios are available for members to work in free of charge when classes are not in session. Students must sign in and out in the office. Please note: the Clean Studio Policy applies to individuals as well as classes.
- **Clean studio policy**: If two or more complaints are received that easels, tables, stands and props (including those on the model stand) have not been cleaned or put away, a class will be fined $100.
- In **Uninstructed Figure Studies** sessions, the monitor directs the classroom and has the final word on the model's pose. Please come early if you would like in-put on the model's pose.
  - Seated students should position themselves closest to the model's stand. Students with the largest pads should set up your easels in the back of the room. Please avoid blocking the view of others.
  - If you are late to class, **you must wait until the model's break** to enter the studio. A sign will be hung on the door restricting entry during the session. Only enter when the door is open. Students from other classes are not allowed to enter figure drawing sessions.
- Photographing nude models is prohibited. Photography of models is only permitted in special cases for instructed courses. A Photography Model Release form signed by the model, the instructor and any students utilizing photography must be on file in the office.

Equipment & Facilities Policies:

- The League strives to provide a safe and healthy working environment, to abide by all applicable regulations, to communicate our commitment to safety, and to correct unsafe conditions in an expedient manner. Please be part of the process by notifying the office of any unsafe conditions. **Please report any injury to the office immediately.**
- Be alert for and heed all warning signs and labels. Material and Safety Data Sheets (MSDS) are available for reference in the Main Office.
- **Turpentine is not allowed in the building because it is a hazardous material. Each studio has posted acceptable and safe products.** Please be sensitive to your fellow students.
- Properly dispose of all trash and mineral spirits in the containers provided in each classroom. **Do not pour mineral spirits down the drain or dump in the trashcans.**
- Printmaking and ceramic students, please observe safety rules posted in studios.
- **Housekeeping is everyone's responsibility!** Please keep your area clean and put equipment and supplies away when finished. Also, please exercise care when using easels, sculpture stands and other equipment. At the end of each class time, please return easels, chairs, sculpture stands and other equipment to the designated storage areas.
- Make sure all fire exits and fire doors are kept clear.

League Amenities:

- Coffee and hot water for tea or soup are available for League members in the casual lounge area located on the first floor beneath the staircase. Donations are welcome! Please provide your own cups for coffee and tea as the League no longer provides styrofoam cups.
- A microwave, refrigerator, and soft drink vending machine are located in the basement.
- Periodicals located throughout the building are available to members for use within the building. Please do not "borrow" them on a permanent basis!
- Lockers: A limited number of lockers are available for rental through arrangements with the office. Students supply their own locks.
- Periodically, the League sells frames, mats, books and other assorted materials at low costs. Items are usually located on first floor near lounge area. The sale of these materials is used to supplement our scholarship fund.
- The library is available for current members to use. You may check out up to two books at a time for a two week period. Books returned after the due date are subject to a 25¢/day fee. No other books may be checked out until all fees have been paid.
  - A rare selection of reference books is available for members to use on the premises. A credit card or license is required for check out.

Thank you and enjoy *your* Art Students League of Denver – *just for the love of art!*

Updated July 2010