

## King's College Art Rooms User Agreement – From October 2024 – valid until the end of June 2025.

To use the Art Rooms, you must be on the 'Key List' list held at the Porter's Lodge. This means you can collect the key card from the Lodge. Your first point of contact about permission to use the Art Rooms and any questions or issues is Dr. Nigel Meager [nrm32@cam.ac.uk](mailto:nrm32@cam.ac.uk) - if need be, you can call or message **Nigel on 07539 178787 (txt or WhatsApp)**. Nigel is the King's College Art Coordinator. You can also arrange to talk about your art practice with Nigel. Normally this will be via Zoom. Please don't hesitate to get in contact if you would like this.

For practical questions about day-to-day use of the Art Rooms and to be updated about what's happening, please use the QR code below to register for a mail-list. Also, you can contact student members Lyra Harrison, [lh846@cam.ac.uk](mailto:lh846@cam.ac.uk) or Teddy Graham: [rg670@cam.ac.uk](mailto:rg670@cam.ac.uk). Both are on the Art Rooms' Society committee. Ruari Patterson-Achenbach [rlp54@cam.ac.uk](mailto:rlp54@cam.ac.uk) is a postgraduate point of contact for the Art Rooms.

The Art Rooms' Society is very active. There will be get-togethers and workshops throughout the academic year. Email Lyra, (lh846). Follow this link to sign up for Art Rooms' 'what's on' by email from the the Art Rooms' Society.



We are all hoping the King's Art Rooms remain well loved and well used as a valuable visual arts resource for members of the College.

The Art Rooms are a high-risk area for transmission of viruses, including COVID and Flu. If the space is busy, think about ventilation. Remember that equipment, tools, materials are shared. Please be aware and reduce risks when you can.

### **When you use the Art Rooms, it means you have accepted the following user agreement:**

1. The Art Rooms are a shared space, where any kind of visual art, design and craft is welcome! Please work around others and help everyone enjoy the creative potential that the Art Rooms offer. You cannot book or control the space for exclusive use.
2. Whilst using the Art Rooms you are responsible for what happens there. If several people are in the space, you are all equally responsible. Please support each other in practical ways.
3. Always return the Key Card to the Lodge. If it is logged out in your name, you remain responsible for the space.
4. The Art Rooms are a shared space and are for visual arts work of all kinds. **Please do not use the Art Rooms for academic study.**
5. You must leave the Art Rooms clean and organised:
  - a. Please leave the **Floor Protection Sheets** down for any work with indelible materials in the Large Art Room. **Do not cut directly onto these floor sheets.** Use the cutting area on the plan chest and many wooden boards as a base. If you are using invasive materials (such as runny paint and inks) use some of the spare used floor sheets stored in the chair store area.

- b. The Small Art Room is a working studio room. **It is not a storeroom.** For example, please do not stack chairs in the middle of the studio. Store chairs behind the screen. If you use easels, drawing boards or benches please return them to where you found them.
  - c. Please do not 'dump' equipment, artwork, banner or placard-making supplies and general art materials in the Small Art Room. Leave it as a studio space, ready for use.
  - d. If you make banners, props, costumes, protest placards etc., please do not leave these (or the raw materials) anywhere in the Rooms for long. They take up a great deal of space and prevent other users from making art easily.
  - e. Please do not leave art materials out on the tables for days on end. If you have work in progress leave a note to tell others you will be returning soon.
  - f. Throw away rubbish in the bins. There is bin for mixed recycling.
  - g. Please wipe down tables you have used and clean the sink.
  - h. You may use masking tape to tape 2-dimensional works in progress to walls. You can also hang work from the picture rails.
  - i. Oil Painting: There are containers above the sink for disposing of thinners and oils. When these are full, please alert me and I will arrange for safe disposal. Please do not put these liquids down the sink. We also store solvents and oils above the sink.
6. **Please leave a large clear note fixed to any work progress left in the Art Rooms with your email address**, so that other users can contact you. If you don't leave instructions, artwork may well be moved, stored, recycled, or even thrown away! This is vital advice. The best thing, if your work is especially precious and important, is to take it back to where you live.
  7. You may use any art materials and equipment on the shelves in the Small Art Room. Please return these to where you found them. If you are embarking on a project which will use a significant amount of the shared resources, please buy these yourself. **You must supply your own paint brushes!**
  8. Books. There is a small library of art books on the shelves. These have been donated or lent to the Art Rooms. If users borrow and return books, we can keep and extend this resource over time. Can you add to this collection?
  9. **As mentioned above, the Art Rooms cannot be 'booked' for exclusive use.** We all work around each other. But, if you have a special project or an idea for a project or activity that needs a lot of space and some special time, do get in touch to talk it through and we will send an email to regular users to warn them what is going on. We welcome cross-arts initiatives.
  10. We welcome any ideas for shows, installations, visual art projects and initiatives. Just get in touch and we can start a conversation!

Dr. Nigel Meager, October 2024 (nrm32)