

Residency Studio Regulations

Safety

•Electricity

- 1) Never use A/C, heater(s) to dry clay works and plasters;
- 2) Never touch any electric switches by wet hands;
- 3) Never touch the power supply box outside studio entrance;
- 4) Shut down/unplug power sources, lights, A/C, wheels, and all electric devices when you leave studio;

•Personal safety

- 1) Beware to heavy loading, carrying and ladder climbing;
- 2) No flames allowed;
- 3) Materials which emit fumes, odor, and smell must be conducted in ventilated and separated spaces;
- 4) Be cautious to clay dust, toxics, and ceramics chemicals;
- 5) Dusty processes must be conducted in ventilation booth;
- 6) Wear safety goggles, gloves, and masks in needed;
- 7) No flip flops in studio;
- 8) No loud music in studio;
- 9) Be cautious to traffics whenever you go out;

•Studio Property

- 1) Studio communal tools can be borrowed and must be returned;
- 2) Studio provides clays for residents; it is charged;
- 3) Any damages/loss of studio properties, residents should compensate according to the pricelist*;
- 4) Shut the doors and windows when you leave;

•Personal Property

- 1) Never leave your own valuables belongings in studio;
- 2) Use assigned locker in studio to keep your belongings;
- 3) Be cautious in public area such as bus stop, street markets;

Privacy

- 1) No visitors are allowed without staff's permission and accompany;
- 2) Residents must not invite your friends to studio anytime;
- 3) Authorized visiting hours are from 9am to 5pm, Monday to Saturday;
- 4) Artisan(s) and personal assistant(s) are ONLY allowed to come under staff's communication and permission;
- 5) Visitors must not take photos to studio spaces, nor any artworks;
- 6) Residents are responsible for artworks' intellectual property rights;

Liability

•Studio Staff's Obligation & Rights

- 1) Our work hours partition to assisting residents, translating, communication with emails; as well as studio tasks and programs;
- 2) A personal assistant should be hired beyond our works;
- 3) Artist In Residency Studio is not educational oriented;
- 4) Staff reserves the right not response beyond office hour;
- 5) Mandatory artists meeting with staffs in PWS Café every Monday at 1:00 pm; Bring your own cups;

•Renting Space

- 1) Never extend your working space to one another; Extra charge is needed;
- 2) Never move devices, wheels, working tables, boards on shelf, out from your own space to another's;
- 3) Clean your own space during the stay;
- 4) Return to its original setting when you check out;

•Spray Booth

- 1) Record form has to be signed every time when you use;
- 2) Spray booth is strictly used ONLY by residents and staffs;
- 3) Not allowed to use from 9am – 12pm on Monday to Saturday;
- 4) Time is limited on a queue;
- 5) Clean up every time after use;

•Electric Kilns

- 1) Must not use without booking from studio staff;
- 2) Must dry your works before firing;
- 3) Artists do the loading by their own with helps from coordinators;
- 4) Must not put anything on top of kiln's lip;

•Site Cleaning

- 1) Residents have to do studio mopping for their own space on every Friday 1 pm together;
- 2) The rubbish bucket has to be disposed to the big trash bin outside the corridor by yourself during the stay;
- 3) Wasted plaster molds, bisque wares and heavy clay works have to be disposed to the dump down the studio;

