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 fires 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 flogs in studio;
8) No loud music in studio;
9) Be cautious to traffic 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) Artists 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;