

## Water Street Studios Behavioral Guidelines: Code of Conduct

Water Street Studios believes that each person involved is entitled to a positive experience. This is intended to be a contract of "GOOD WILL". The agreement is meant to uphold the intention of the individual towards the Art Center as well as toward other individuals. As part of the Art Center, you are required to follow the standards listed below. The staff member in charge (Director of Education, Gallery Coordinator, etc.) is responsible for ensuring team members' follow these rules and regulations.

### *PEOPLE: Artists, Teachers, Staff Members*

1. Show respect for ALL individuals including the artistic team, Artists, Staff, guests
2. A positive attitude is expected at all times
3. Professional language and actions should be used at all times. Name-calling, mean-spirited teasing, hurtful comments, exclusion of individuals, profanity, and or inappropriate gestures and actions will not be tolerated under any circumstances
4. Commit to a team environment. Everyone must agree to work together and solve problems in a positive manner. No separatism or cliques allowed. Everyone must be treated with respect, included in all activities and treated equally.
5. Everyone is expected to support each other in our work
6. The use of illegal drugs is strictly prohibited.
7. The use of alcohol is strictly prohibited.
8. The use of tobacco is strictly prohibited in the building.
9. Avoid unnecessary noise and distractions at all times, especially during art shows and events.
10. Everyone is expected to stay in approved areas while in the center.
11. All artists, teachers, and staff must attend meetings and events; the director should be notified immediately of scheduling conflicts.
12. Be on time for meetings and events.
13. Commit to checking email DAILY for information and updates.
14. Anyone under the age of 18 may not be in the art center without Water Street Studios Staff permission and supervision.

### *PLACES: All Water Street Studios facilities and off-premises events*

1. Show respect at all times for the building, the restrooms, the property in the building, and the exterior areas.
2. Because the Art Center is a non-profit organization there is no cleaning crew
3. Clean up after yourself and selflessly after others
4. Food is allowed in the center only if you clean up after yourself
5. Trash must be placed in the appropriate receptacles. If receptacles are full, take them out to be properly disposed of.
6. Any damage done to property will be repaired or replaced at the individual's expense.

### *Things: Artwork, furniture/fixtures, etc.*

1. Artwork, fixtures, art supplies etc. are expensive and not play toys
2. Do not touch artwork or fixtures unless they are your own
3. Return everything to its proper location when finished.
4. Everything moved in the gallery, classrooms, ad throughout the center (chairs, tables, etc.) must be returned to its original position before leaving
5. Do not use supplies, other than those clearly marked with for all to use, without getting permission first
6. Any damage done to Water Street Studios property will be repaired or replaced at the individual's expense.

### *Discipline Procedures (consequences)*

- For the first incident, a Water Street Studios representative will talk with the individual about his/her misbehavior.
- If misbehavior continues, a Water Street Studios representative will meet with the individual to discuss possible dismissal from Art center activities
- Continued misbehavior will result in dismissal from Water Street Studios activities for that particular session
- Be aware that serious misbehavior will be documented and may effect participation in future Art Center Activities
- In certain cases, misbehavior that is considered extreme and/or which threatens the well being of others will result in immediate suspension and/or permanent expulsion from all Water Street Studios activities.
- Notwithstanding the foregoing, Water Street Studios reserves the right to file criminal complaint charges in instances of willful behavior which results in personal injury or property damage

I have read the above statements and agree to abide by the rules and regulations set for Water Street Studios. I recognize this contract as binding and agree to commit honestly to Water Street Studios and the team.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date