



## Rules and Regulations

- CLEAN UP YOUR AREA

Over 100 students come through our doors each week to participate in classes. Because of this, easels and tables are often shared between students. Please make sure you clean up your space prior to leaving.

If in the ceramics area, make sure wheels are turned off upon leaving as well. Oil painters must use only odorless turpentine and paint thinner. Before leaving for the day, put a lid on to cover these items. Varnish must be applied in designated areas only.

- LEAVING SUPPLIES

You may leave your supplies at AAI, as long as they are contained and kept in a way that your space can be used by others when you are not present. AAI is not responsible for any items left. Following renovations, there will be a designated space at AAI for individuals to store their supplies, and that will be communicated with all members once plans are in place.

- FINISHED ARTWORK

There are several places around the school to hang or set finished artwork for display. However, if your piece is finished and is not on display, please take it home so as to keep the school looking clean and uncluttered. If your class or workshop project (s) requires additional treatment after the course is over, AAI will contact you when work is completed and ready to be picked up. AAI does not ship work to students. Artwork will be held 60 days after the course end date. All work is subject to discard after the 60-day period. For finished artwork you would like to put on display and sell, please contact staff for information on the public gallery.

- CLUTTER

AAI is a shared space for artists and students. Wagon storage and lockers space will be available for members for supplies. All members must keep shared space clean and clutter free. All supplies must be put away after use. We know, previously, that we have let spaces be personal storage for artists, but now we do not have the space for it. Having a clean environment encourages others to join in our space, and we need to keep our space clutter free.

This includes personal furniture and storage. Boxes, shelves, and storage cannot be kept at the school or in storage spaces at the school for future projects. AAI will provide all furniture. No furniture may be brought in without written permission. If you need a piece of furniture for a medical need, please contact [director@amarilloartinstitute.org](mailto:director@amarilloartinstitute.org).

You may not have anything mailed, or shipped to AAI with direct authorization from AAI staff without permission. AAI will return any package or mail shipped to the address.

- CLAIMED SPACE

AAI is a place for community. Places cannot be 'claimed'. You may not write your name on a spot, or easel. Using the same spot/space does not make it your personal area. All of the space at AAI is shared for all members. Any 'claimed' space will be at the discretion of AAI staff, and not class instructors or members. Clutter left in a space can be moved at AAI discretion.

You may not occupy a space indefinitely or use it for personal storage for any reason. You may not leave things, or claim spaces that are empty. AAI staff have put a lot of thought into the layout of the school, including walkways, so empty space is intentional.

- NOISE LEVEL

Occasionally, classes and workshops can take place at the same time. Please be respectful with your voices, phone calls, music, etc. as others may be trying to listen to instructions.

- CLASS SPACES AND SIGNING IN

If you are coming in outside of class to paint, please do not sit in a class space during class time. It can be difficult to take attendance at a class when members sit in the same area.

- PAYMENT

Students must pay for classes in full upon registration. We can accept cash and checks (on site only) and all major credit cards. Read course descriptions carefully for dates, times, and required supplies. AAI will send a confirmation email after registration

- CANCELLATIONS AND REFUNDS

In the event that a student must withdraw their registration from a class or workshop, AAI will issue a full refund if the cancellation is made seven days prior to the start of the class. There will be no refunds or pro-rating options for missed classes. No refunds are issued for cancellations made within seven (7) days of the first day of the scheduled class.

- MINORS

AAI requires written permission for all students under the age of 18 who are enrolled in any adult course. Please contact [education@amarilloartinstitute.org](mailto:education@amarilloartinstitute.org) for if you are enrolling a minor. Minors must be accompanied by an adult (over 18) at all times during open studio time. Any minor that is unaccompanied may be asked to leave.

- MAKE UP CLASSES

AAI does not offer make- up dates for any student who is unable to attend class. Classes cannot be carried over from one session to another.

- VIDEOS & PHOTOS

AAI reserves the right to use photographs and/or videos taken during classes and other programs to market and promote AAI and it's programs. Any person or legal guardian who does not wish to have their child photographed, or photographed themselves must notify [director@amarilloartinstitute.org](mailto:director@amarilloartinstitute.org) upon registration.