King’s College Art Rooms User Agreement – From October 2021 – valid until the end of June 2022.

N.B. All current and future COVID restrictions and advice in College take precedence.

To use the Art Rooms, you must be on the key permission list held at the Porter’s Lodge. Your first point of contact about using the Art Rooms is Dr. Nigel Meager nrm32@cam.ac.uk - if need be, you can call or message Nigel on 07539 178787 (txt or WhatsApp).

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. When you log out the key and use the Art Rooms it means you have accepted the following user agreement:

1. The Art Rooms are a high-risk area for transmission of the Covid virus. Equipment, tools, materials are shared.
2. Please read the specific Art Rooms’ guidance on using the Art Rooms during the current phase of the Covid epidemic on page 2 of this document. Accepting this agreement implies you accept that guidance.
3. During the Covid epidemic, it is better if you use your own art materials and store these separately, clearly labelled. If you are working on a project over several days consider keeping any shared materials from the general supply separately and label these as in use, rather than returning them for general use.
4. Apart from the risk of transmitting the Covid virus, think about the tools and materials you are using. Please take care. Check out the links provided on the health and safety sheet emailed with this Agreement.
5. Whilst the key is logged out in your name you are responsible for the Art Rooms. You are also responsible for the Art Rooms keys.
6. Please do not lock the Art Rooms and disappear with the keys to have a long break. If you need to leave for any length of time, lock the rooms and return the key to the Porter’s Lodge so that other users have access. It is fine to leave the rooms unlocked for a short while, but remember you are responsible whilst the key is signed out in your name.
7. 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.
8. 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, 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. Protesters, your help will be greatly appreciated!
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. See the cleaning guidance during the Covid epidemic.

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.

9. 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!

10. You may use any art materials and equipment left on the shelves in the Small Art Room on the shelves. Please return these to where you found them. Please note the advice on meticulous cleaning or quarantining what you use during the Covid epidemic.

11. 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?

12. The Art Rooms cannot be ‘booked’ for exclusive use. We all work around each other. If you have a special project or an idea for a project or activity that needs a lot of space, do get in touch and I will send an email to regular users to warn them what is going on.

Special advice on using the Art Rooms during the Covid pandemic - from October 4th 2021

There is a detailed risk assessment on using the Art Rooms. The Rooms are a shared space and equipment, tools and materials are shared. The risk of transmitting the virus in this environment can be high. Precautions can and must be taken. These will lessen the risk.

The Rooms will be open for up to 10 people from October 2021 until further notice. This recommended capacity assumes at least 1m social distancing and good ventilation. Any use of the Art Rooms is subject to all current College restrictions and guidance. When you log out the Art Rooms’ key at the Porters’ Lodge that means you have read and accepted these guidelines.

- Look at the notices posted in the Rooms.
- From 4th October at least for a while, providing the rules allow, the recommended maximum capacity for the Art Rooms will be 10 people.
- Please ensure excellent ventilation. This mean leaving windows open. Leave the main door open too.
- It is best to always leave a clear corridor through the Rooms to the sink area and to access the materials.
- Please use the hand sanitisers provided when you enter and when you leave the Rooms.
- Carefully clean shared equipment, and tools after use. Follow the cleaning guidance posted as you enter and by the sink area.
- Clean all hard surfaces of furniture after use.
- Clean the sink area after use using the hard surface cleaning agent provided.
- Please use your own art materials as much as possible.

Don’t hesitate to contact me, Nigel, for further advice and guidance if need be.