

CRAFT CENTER POLICIES

Eligibility

The Craft Center is funded through student fees paid to the University Union. All studios are specifically intended for students to enjoy at their leisure. That being said, staff and faculty are eligible to use the facilities as are members of the community. Since students are partially subsidizing the facility with fees, all customer costs are structured so that students pay the lowest amount for services and classes.

Class Information

All Craft Center classes are intended to break-even financially and be introductory. Most classes meet for 2 hours per week over a six-week period, beginning during the third week of each academic quarter. Each class has a minimum and maximum limit of participants based on an established instructor to student ratio. The majority of classes are taught by student instructors however non-student instructors have been hired based on specific skill set requirements.

More advanced classes are taught when student instructor talents make this possible. Class prices vary according to the cost of materials associated with the craft and the staff cost necessary to teach the course. Pre-registration is strongly recommended since many of the classes fill quickly.

Many Craft Center classes are derived from the ideas of student instructors. Skateboard deck building, flame working, baseball bat making, jewelry and surfboard shaping were all classes that students wanted to teach and we (ASI) felt were strong programming components. To their credit, student interests have always been in sync with the times and craft classes have endured with a strong following.

Cancellations

All classes are intended to run on a break-even basis. To that end, the Craft Center may cancel a class with insufficient enrollment if the financial impact warrants it. You will be notified if a cancellation occurs and can opt to participate in an alternate course or be refunded your class fees.

Refunds

If you are not able to take a class you have paid for, a full refund can be issued up to 72 hours prior to the beginning of the first day of any given class. No refunds are issued beyond this point.

Studio Access

Each studio requires an understanding of some basic safety precautions. For this reason, we require that students take a class or participate in a walkthrough orientation prior to using any studio space.

Studio Day Pass

Day passes are available to those who are not enrolled in classes and participate in a studio orientation. For some instances, a day pass may be granted to prior patrons who are already familiar with Craft Center policies, practices and use of tools & equipment; studio restrictions apply.

Studio Quarterly Pass

Quarterly passes are given to students enrolled in classes for studio access outside of instructional class time. Passes are sold to individuals who have taken classes in the past; exceptions are rarely made to this policy.

Clay

In order to assure quality control, all clay must be purchased from the Craft Center. All clay left in the Craft Center at the end of the quarter will be recycled and turned into plug clay for use in Craft Center classes the following quarter.

Locker Rental

Lockers are available for rent on a quarterly basis. The Craft Center is not responsible for theft, loss and/or damage to locker contents. All items left in expired lockers are considered abandoned; personal items will be stored for one quarter. After one quarter, the contents become the property of the Craft Center and will not be available. Lockers need to be renewed for an additional quarter on or before 5 pm on Wednesday of finals week.

Parking

Cal Poly Parking Regulations

All Cal Poly parking regulations are enforced:

- Monday through Thursday: 7:00 am to 10:00 pm
- Friday, quarter breaks and summer quarter: 7:00 am to 5:00 pm
- Permits are not required on Saturday, Sunday and holidays when campus is closed. All other regulations are enforced 24 hours a day, seven days a week.

Craft Center Rear Door

- Parking behind the Craft Center is permitted for loading and unloading only.
- Customers who leave their cars unattended behind the University Union run the risk of being ticketed.
- The Craft Center bears no responsibility for this choice and will not aid customers in pleading their case to campus police.

Safety

Safety is ASI's number one priority. Consequently minors under the age of 18 are not allowed to use the studios (with the exception of a minor who is also a Cal Poly student). The presence of minors in an environment which includes spinning saw blades, open flames, hot pottery kilns, sharp tools and loud noises is not an appropriate venue for children to exercise their curiosity. Parents may briefly tour children through the center but parents may not use studios while their children are in attendance. Parents who do not honor this policy will be asked to leave the facility.

Liability Waiver

To reduce the potential danger of possibility of injury, the Craft Center requires all patrons to attend an orientation session for the studio they plan to use. Waivers are required for all individuals who intend to use the studios. Orientations are a feature of all craft classes and access to studios is contingent on the customer understanding how to navigate the studio safely. All Craft Center customers must accept full responsibility for their actions, including reimbursing others for damages to them or their property.