



## **The Open Studio Classroom Basics:**

**Thank you for Hosting a class at The Open Studio; we appreciate your support!**

**The Open Studio is governed collectively which makes us all responsible for ourselves as well as our students so please don't depend on others for your common classroom supplies or comforts; if you see a need please fill it.**

**Appointments are typically 4 hour durations, but please allow yourself adequate time to set up your class and then clean up after. Things to consider:**

**Tables and chairs should be cleaned and returned to their place.**

**Clean off the counters, sink and appliances.**

**Collect all your trash and take it with you.**

**Freshen the bathroom and check its supplies.**

**Remove any personal or student items from the classroom.**

**Please donate common supplies when they are needed.**

**Report any major classroom issues to the Administrator.**

**Return the AC to 82 if used.**

**When you leave, please turn off the lights, close the windows, doors and double check for any running water.**

**Thank You!**