

## Soft Lab and Fashion Studio Contract Fall 2023

The following regulations apply to all students utilizing the CCA Fashion Studios. A signed copy of this contract must be filed with the Soft Lab/ Fashion Studio Manager.

All students are expected to adhere to all college policies in the Student Handbook, the Student Code of Conduct, and the CCA Shops Safety and Conduct Rules.

[Student Handbook - CCA Portal](#)

[Student Code of Conduct - CCA Portal](#)

[https://docs.google.com/document/d/1zR\\_Z7o\\_N3Hc01tLLPCdHLiXa6h5WCtaflCJvnLNPW-g](https://docs.google.com/document/d/1zR_Z7o_N3Hc01tLLPCdHLiXa6h5WCtaflCJvnLNPW-g)

***Students who violate college policies are subject to loss of soft lab and/or studio space and other disciplinary action.***

No one except those authorized by the Fashion Design Program Chair and/or Dean's office may use or occupy any CCA facility. No guest(s), friend(s), family member(s), or non-authorized CCA student(s) are allowed in designated studio spaces unless accompanied by an authorized studio manager or otherwise admitted through security. ***The authorized occupant of each space will be held responsible for the actions of his/her/their guests.*** The authorized occupant of each space is responsible for the safekeeping of his/her/their property and agrees to release CCA from any claim of loss or damage to his/her/their property.

The main form of communication for information regarding the Soft Lab and Fashion Studios will be through occupants' Gmail accounts provided to them through CCA. Occupants are responsible for any information passed on to them through their CCA Gmail accounts regarding the Soft Lab and Fashion Studios.

General Safety:

- Never work in the Fashion Studios alone - use the buddy system or, call a CCA Escort, **415-726-2061** to walk you to the Dorms or to MUNI after dark.
- **Keep the building and the people within it secure** - do not hold the door open for anyone you don't know, do not prop open the exterior doors, especially at night.
- Carry a current CCA ID at all times when on campus.
- Do not leave your belongings unattended anywhere on campus including the Textile Studio.
- Report all incidents to staff or faculty and contact the Studio Manager: Jacy Eisold at [jeisold@cca.edu](mailto:jeisold@cca.edu)

General Policies:

- Studio users must follow the instructions of staff and student shop monitors.
- **DO NOT LEAVE** work-in-progress on the dress forms, machines, machine tables, or cutting tables. Remove all work in progress and hang on a z-rack. **All studio spaces WILL BE RESET during the last 15 minutes of every class session. All studio users are responsible for for studio reset.**
- No smoking.
- No alcoholic beverages and no empty alcohol containers.
- Only beverages with a closed lid are acceptable.
- Closed toe shoes are required.
- No animals are permitted.
- Studios may not be occupied as a living space.
- To avoid your work and supplies from being confiscated, remove your work and supplies from the cutting tables daily.
- **All work and personal items must be kept within the assigned locker of the student and/or inside a container, box, or bin labeled with the owner's first and last name.**
- Studio occupants are responsible for the housekeeping of their workspace. Sweep the floor, wipe down surfaces, and discard your excess thread and fabric scraps inside the trash.
- All walkways within the studio areas must be kept clear at all times. Any materials left in walkways may be discarded without notice, as they are a fire hazard.

- Music may be listened to on headphones only Monday through Friday, 8:00am-10:00pm. Additionally, it is asked that quiet voices are used for conversation during these times, as classes and critiques regularly take place in the studios/classrooms throughout weekdays.
- **While working at the Sewing Machine:** Muslin fabric is placed underneath the presser foot to indicate that the machine has been checked for correct operation. You may remove the muslin during machine use and place it inside the drawer. Upon completion of use, return the muslin fabric underneath the presser foot.
- In order to avoid pins from falling into the oil container, **KEEP YOUR PINS SECURE** in a pin cushion or a magnet wand.
- **Do NOT put pins inside your mouth!**
- Furniture belonging to the school or designated for classroom use is communal property and should never be removed from classrooms without authorization from the studio manager.
- **Checking out equipment:** Request to check out equipment such as portable sewing machines, dress forms, half-scale forms, etc. by emailing the manager at [jeisold@cca.edu](mailto:jeisold@cca.edu). Be specific about the equipment item, for example the size and the length of time the requested item is needed.
- Please report any and all damages to the machines to Studio Management..
  - Complete a machine maintenance form by scanning the QR code.
  - When using electrical equipment, basic safety precautions should always be followed.
  - Never operate the machine if it has a damaged cord or plug or if it is not working properly.
  - **Do not “machine hop”, if it is fixable, fix it. If it is not maintenance that you or a monitor can complete, report it using the form linked by the QR code. Additional needles, bobbins, and bobbin cases are available in the studios.**

*Access Policy:*

The San Francisco Fashion Studios are open to currently enrolled students 24 hours daily, except when classes are in session, under the following conditions:

- No one is allowed to enter the buildings between midnight and 6am. The campus is closed during these hours.
- Visitors are not allowed in the studios after midnight.
- Exterior doors inside studio 120 and 140 are emergency exits only.
- **DO NOT** prop the exterior doors open.

*Access Studio 140:*

- Enter the building through the main entrance, pass the Soft Lab and the studio door is located on the left. Key card access is required.

*Access Studio 120:*

- Monday - Friday 8am - 6pm, enter the building through the exterior studio door to the right of the main entrance. Key card access is required. After 6pm on weekdays and weekends, enter the building through the main entrance. The exterior studio door will alarm after 6pm and on weekends.

*Food Policy:*

- Eating is not permitted in the Soft Lab or Fashion Studios. Storage of food items is not permitted longer than 24 hours and all food containers/garbage must be promptly thrown away in trash cans.
- Any spilled food or dropped crumbs must be cleaned up immediately.
- **These policies are to prevent mice from entering and occupying the lab and studios, which has been a problem in the past. We all need to do our part to maintain the lab and studios as a safe environment.**
- ***For the health and safety of the students, staff, and faculty, CCA reserves the right to confiscate any food items/perishables found in Soft Lab and Fashion Studios or classrooms at any time.***
- ***All food in the communal refrigerator should be labeled with a name and date. The Refrigerator gets cleaned out EVERY FRIDAY. No exceptions.***