

# **Skin & Bones Studio**

## **for Live Figure & Bone Anatomy Studies**

### **Student/Client Agreement Concerning Policies, Terms and Conditions**

**For Studio Year 2019-2020**

*In this Student/Client Agreement, the paying participant will be referred to as the “Student/Student Representative.” The Skin & Bones Studio may also be referred to in this document as the “S&B Studio”; it is also recognized under its parent company, the Academy of Art of Highland Park and Gallery, Inc. (AAHP) doing business as S&B Studio. These policies, terms, and conditions apply to the operations of the S&B Studio program, as well as to the participants (referred to as “Student/Student Representatives”).*

#### **OVERVIEW**

The S&B Studio program is designed to serve the Student, as individual practitioner, through personalized learning experiences---whether the Student is a stone-cold beginner, a developing practitioner, or a seasoned artist. Come work among peers from all walks of life in an educational, exploratory, and highly supportive environment. This course is open to students 14 years and over.

#### **FACILITIES**

S&B Studio is held at the Academy of Art of Highland Park (AAHP), 727 Raritan Ave., Highland Park, NJ 08904.

A clean bathroom is readily accessible. Student/Student Representative agrees to keep the bathroom tidy during and after use.

The S&B Studio reserves the right to select/play soft music during S&B Studio operation hours.

No smoking anywhere on the premises.

Student/Student Representative is fully responsible for any damage he/she causes wilfully or accidentally to other's private property while in and around the premises.

Amenities include hot beverages - tea, coffee, hot chocolate at a self-serve station.

## **PARKING**

S&B Students/Representatives may use the limited parking spaces at 727 Raritan Ave., which the AAHP shares with its co-tenants and their clients.

### **Forbidden Parking:**

The Student and/or Student Representative hereby acknowledges being informed of the following parking and moving motor vehicle matters:

- That the Highland Park Police Department has notified the AAHP that it is poised to write tickets to motorists attending the AAHP while parking on the lot belonging to our neighbor's buildings at 707 and 711 Raritan Avenue.
- That the AAHP strongly discourages its Students, Representatives, and Guest Students from parking at the commercial lots belonging to the AAHP's neighboring businesses; that anyone doing so does so at their own legal risks.
- That legal street parking is available on the AAHP's neighboring side streets, at both 7th and 8th Avenues North, and other nearby locations.
- That it is the responsibility of all AAHP Students, Representatives, and Guest Students to abide by local, state and federal parking regulations.

Student or Representative hereby agrees to not hold the AAHP liable for his or her use or misuse of local roads, streets, and sidewalks.

The AAHP expressly prohibits its Students, Representatives, and Guest Students from engaging in temporary parking of a motor vehicle at the designated fire lanes on or near the AAHP premises. The Student, Student Representative and Guest Student brought by the Student hereby acknowledge that standing or parking on the fire lanes on the AAHP premises and/or on US Rt. 27 is illegal.

AAHP expressly prohibits the drop-off or pick-up of any Student, Representative, or Guest Student at any such locations. The AAHP furthermore reserves the right to not release or escort a Student, Representative, or Guest Student to anyone in a motor vehicle that is parked or standing on a fire lane; AAHP staff will ask that the driver first park at a safe and legal location prior to escorting the Student, Representative, or Guest Student out of class.

The Student, Representative, and/or Guest Student hereby agrees to fully release the AAHP, its staff, and/or representatives from any liability for any loss or injury to person or property incurred while using the parking lot on the AAHP premises or other neighboring parking areas.

## **PHONE AND OTHER ELECTRONIC DEVICE POLICY**

**No phone use or other electronic devices, such as tablets or laptops, may be used for any purpose in the S&B Studio. No earbuds, headphones, or bluetooth headsets.**

Additionally, Student/Student Representative agrees to comply with the S&B Studio's mobile phone policy as follows: that phones are not to be used for reading or writing text messages, making and receiving calls, retrieving voicemail, using alarms, cameras, video recording or social media posting. All mobile phone use is strictly prohibited on the S&B Studio premises before, during, and after all scheduled S&B Studio operations. If in the outside waiting area,

Student/Student Representatives will keep mobile phones set to silent ring and to no-vibrate functions. Student/Student Representatives may use the outside hall to speak on the phone quietly.

## **REGISTRATION**

The Student/Student Representative purchases easel time by the single class or, a bundle of classes (please see [S&B Studio webpage](#) for current rates and schedule). After purchasing classes, Student/Student Representative will participate in the texting registration service to reserve an easel time on a week by week basis (please refer to **Payment & Hours**, below). Purchased classes are non-transferable. Initial registration to purchase classes is available online using the S&B Studio Registration form.

S&B Studio will keep and manage a weekly Waiting List of Students who request easel time after all easels have been reserved.

Student/Student Representative remains fully responsible at all times for informing S&B Studio, in a timely fashion, and electronically, of any changes to his/her health status and/or Emergency Contacts. This includes, but is not limited to, allergies, other medical concerns, physical, mental, and/or emotional matters that may affect the Student's ability to follow instructions/remain safe at S&B Studio, and/or to follow S&B Studio's safety and security policies, as listed in the AAHP'S Comprehensive Safety & Health Protocol Guidelines (<https://aahpnj.com/studio-courses/client-agreement/#safety-health>). To access the Student Information Update Form go to <https://aahpnj.com/studio-courses/update-information/>. All changes and updates to student information must be made through this form.

## **ENTERING THE S&B STUDIO**

Student/Student Representative agrees to enter the S&B Studio quietly upon arrival, and to await to be directed by S&B Studio staff to a workstation.

Student/Student Representative complies with the following non-visitor policy: No visitors or onlookers are allowed on the S&B Studio floor.

A Student/Student Representative needing to move with the help of a non-paying personal assistant or home aide, must call in advance of S&B Studio for special arrangements or accommodations.

## **WORKSTATIONS**

Workstations will be allotted on a first-come, first-served basis.

Each workstation features a lightweight adjustable easel and folding chair, as well as drawing board, clips, and easel lights. Student/Student Representative is in charge of minor set-up and take-down, and can ask for assistance if needed. Basic drawing materials and paper are provided (see **USE OF DRY GRAPHIC MEDIA & MATERIALS** below).

Student/Student Representative may ask for assistance in adjusting easels for standing or seated work at any time. If preferring to stand, Student/Student Representative may fold his or her chair and place it in the designated storage area. Workstations are arranged around the models; Student/Student Representative may not remove or reposition any easels or chairs once set in place by S&B Studio staff.

## **HEALTH AND SAFETY**

Student/Student Representative agrees that, if arriving late, or leaving early, to do so quietly, and with the least disturbance to other Students.

If Student/Student Representative appears to be intoxicated, he/she will be asked to leave.

Student/Student Representative agrees not to use offensive or obscene language while on S&B Studio premises.

Student/Student Representative acknowledges that exposure to allergens is always possible in S&B Studio, and that the S&B Studio cannot accept responsibility for unforeseen discomfort or illnesses caused by such exposure.

To reduce the risk of exposing others to discomfort or illness given common allergens, the Student/Student Representative agrees to minimize the presence of animal hair, traces of smoke on his or her own hair and clothing, and strong perfumes or aftershave.

## **USE OF DRY GRAPHIC MEDIA & MATERIALS**

S&B Studio provides Student with diverse, dry drawing materials, including graphite sticks, vine charcoal, compressed charcoal, grease pencils, and red pastel chalks. Materials also include rags, sandpaper for sharpening, and other implements. The support provided is 18 in x 24 in newsprint.

Student may bring to S&B Studio his or her own preferred supports (drawing papers, watercolor board, etc...) for private use, and under the following terms: Supports (papers, paper canvas, etc.) and drawing boards may not run in excess of 18 in x 24 in, and must be light enough to not strain the easel. Supports must fit the dimensions of easel provided by S&B Studio. All supports must be kept on the easel at all times while one's work is in progress.

Student may bring to S&B Studio and use, in their DRY and bound states, water-soluble media. However, Student/Student Representative hereby agrees not to activate water-soluble media anywhere on the studio premises at any time, but rather to wait to activate any media with water or other liquids at home. Examples of water-soluble media that the Student may bring to studio and use strictly in their dry state include, but are not limited to, graphite wash pencils, cakes, and sticks; water-soluble colored pencils; water-soluble ink sticks, and artist's markers.

Media that the Student may **NOT** bring to the S&B Studio include, but are not limited to, raw, unbound pigments, charcoal or graphite powder or other other powders, paints in paste form or liquid states, paint sticks, oil pastels, brush pens or other tools with refillable bladders, etc. All media in moist, liquid, soft-cake or paste states are prohibited. The use of fixative sprays is prohibited inside or outside the premises.

Student/Student Representative agrees to use private gear at one's own risk. Student/Student Representative is urged to label all private materials and gear with his/her name. The AAHP, the S&B Studio are not responsible for Student/Student Representative's personal materials brought from home, nor with what Soma Center may choose to do with any such property (Please see the S&B Studio's **LOST-AND-FOUND** policy, below).

All studio-supplied art gear, materials and media, including, but not limited to, easels, chairs, drawing boards, clips, rags, newsprint, lamps, etc. remain in the S&B Studio at all times, and may not be removed by any Student/Student Representative from the premises at any time for any reason.

The Student's authored work, whether incomplete or completed, signed or not, remains the property and responsibility of the Student/Student Representative at all times.

### **S&B STUDIO ETIQUETTE: WORKING WITH LIVE & ANATOMICAL MODELS**

Student/Student Representative shall not approach, or interact verbally, with the model/s whenever observing and portraying them, or when the model/s are enjoying rest periods.

The Student/Student Representative shall not touch the model at any time.

The Student/Student Representative shall not photograph or video the model's face, figure, or a part thereof at anytime, anywhere.

The Student/Student Representative may not touch any skeleton model or other model figure unless assisted by S&B Studio staff.

The S&B Studio's Chief Instructor reserves all rights to request for poses, changes to poses, rest periods, etc.

Student/Student Representative acknowledges and accepts that live models may fail to show due to sudden illness, inclement weather, or other situations beyond the control of the S&B Studio. At such times, the Student/Student Representative accepts the S&B Studio's effort to secure a substitute live model. In cases where no live model can attend, the Student/Student Representative agrees to work with full-sized skeleton models and other model figures for the duration of class.

### **S&B STUDIO ETIQUETTE: WORKING WITH PEERS**

Student/Student Representative agrees to NOT engage in loud conversation with self or others on the premises before, during, and after S&B Studio operations.

Student/Student Representative agrees to politely ask a fellow Student/Student Representative for permission before approaching that other Student's easel, and to observe quietly. If allowed to approach another's workstation, Student/Student Representative is asked to not overstay the welcome if one's peer is actively at work. Looming is disturbing. Student/Student Representative may not loom over, or stand behind, another Student's workstation at any time.

Student/Student Representative agrees to promptly notify the S&B Studio's Chief Instructor of any unsolicited interruptions or interventions by other fellow Student/Student Representative.

Student/Student Representative agrees to NOT handle other Student/Student Representatives' supports, materials, gear, and/or incomplete or finished works without first securing full and unequivocal permission from the other Student/Student Representative.

Student/Student Representative hereby agrees that all S&B Studio instruction and management is solely the province of the S&B Studio's staff at all times. Student/Student Representative agrees to refrain from seeking, or offering, peer-to-peer instruction, critiques, suggestions, etc.

Student/Student Representative recognizes that all peers are free to interpret the models and create their own works as independent thinkers and authors of works that aspire to art through learning and exploration. A Student's production will not be censored. However, the Student/Student Representative hereby agrees to not exploit his or her peers as a captured or unwitting audience, whether as individuals, or in groups. Therefore, Student/Student Representative hereby agrees to refrain at all times from displaying or revealing his or her work anywhere on the premises other than at his or her easel, or in the areas denoted for temporary storage of finished work. Finished work must be taken home.

Student/Student Representative agrees to not photograph his or her work, or the work of any other Student/Student Representative, anywhere on the premises.

Student/Student Representative may not promote or present other services for artists, or any other goods or services, except as approved in writing, and in advance, by the S&B Studio Chief Instructor.

## **WORKING WITH S&B STUDIO STAFF**

S&B Studio is a service for artists, not a syllabus course. During any S&B Studio hour, the Student/Student Representative can choose any of the following opportunities for learning at no additional charge. Student/Student Representative selects options in and during studio. The

modeling and posing remains the same for all learning experiences, and as scheduled for any given Friday; what changes is the Student's approach at the easel, with or without instruction.

**1. Choosing to work with an instructor and syllabus:** The Chief Instructor will help the Student develop and refine the foundational skills and sensibilities that drive observation, interpretation and portrayal. This is an open-ended, structured and progressive skills-building program. This option is available for one or both hours, on any given class evening.

**2. Choosing light instruction:** The Chief Instructor will address the issues of the moment that the Student points out at the easel, but this instruction will not be based on the structured or progressive development of skills and sensibilities. This option is available to the Student for one or both hours, on any given class evening.

**3. Choosing to work alone:** The S&B Studio staff will offer the safety, security, comfort and gear that all Students need to work well in class, but will not intervene instructionally with the Student's process or outcomes. This option is available to the Student, for one or both hours, on any given class evening.

## **LEARNING CULTURE**

S&B Studio reserves the right to determine and present weekly themes and poses, pose sequences, and timing at all times (see posing Schedule on the [S&B Studio webpage](#)).

Student/Student Representative acknowledges that not being able to fully complete any given piece of work during any episode is a routine matter---part and parcel of both live figure work in studio, and of time-limited practice in studio. Student/Student Representative also acknowledges the S&B studio's stress on the learning experience and on process, not product. Student/Student Representative agrees to the widespread and conventional practice of live figure studios, in which poses change as scheduled for pedagogical purposes. Student/Student Representative hereby acknowledges that models will not be returning to poses in order to

allow anyone to complete a piece. Student may choose, under their own reconnaissance, to remain on a former piece while yet the modeling poses and instructor-driven tasks keep changing, and that this also constitutes and fulfills studio practice and services as delineated here in this document.

Student/Student Representative recognizes that there are many approaches to drawing and many forms of drawing, from line sketches to tonal works, from precision works to abstract works, from quick sketches to longer processes, and everything in-between, and that the S&B Studio experience is designed to allow for a dynamic, maximum exposure to diverse learning experiences for practitioners at all levels of experience, with a special warm welcome and ongoing support of all beginners.

Student/Student Representative acknowledges and accepts that the Chief Instructor and Teaching Assistants will not be able to attend to any one Student for more than three minutes at any time; that teaching staff will visit all other Students in line before returning to any one individual.

Creating work that aspires to art is a form of authorship. The Student/Student Representative acknowledges that he or she is fully responsible at all times for the authoring of all outcomes at his or her workstation, including content, quantity, and quality.

## **TAKING WORK HOME**

Student/Student Representative agrees to not use spray fixatives of any sort at any time, or anywhere on the premises, whether indoors or outdoors. Works are to go home without being fixed on or near the premises, that is, permanently bound to paper or other supports, whether chemically, thermally, or mechanically.

Student/Student Representatives are encouraged to bring lightweight portfolios for the storage, protection and transport of works on paper. Those lacking portfolios will be able to roll

up and use rubber bands or other straps brought from home to prepare the work for transportation. Student/Student Representative acknowledges and fully assumes the risks of transporting fragile works in this manner.

Student/Student Representative is urged to bring large plastic bags during wet weather to protect his or her work upon leaving the premises.

## **LOST-AND-FOUND**

Student/Student Representative acknowledges that any works left in the S&B Studio or premises will be discarded at closing time. For other personal property left behind, please call 732-777-2085 and leave a voicemail; voicemails received will be answered the next workday, and voicemails received after Friday 2pm will be answered after 2pm Monday. Property will be housed in good faith at the AAHP (please see hours of operation on the AAHP website), but the AAHP assumes no liability. Student/Student Representative will need to retrieve any such property at the AAHP, 727 Raritan Ave, Highland Park, NJ, 08904. The S&B Studio, the AAHP and all their staff and representatives will attend to all such issues in good faith, but do not accept responsibility for the safety and security of any lost-and-found property.

## **PAYMENT & HOURS**

Student/Student Representative pays for a two-hour session at a workstation, the modeling service, and other on-site support. Half-hour and other fractions of an hour are not available. There are no refunds whether arriving on time, or later, or leaving earlier, or unable to complete the class for any reason.

Student/Student Representative books for the two-hour period with payment from debit or credit card in advance, through the S&B Studio's online registration form. Student/Student Representative purchases from 1 to up to 4 classes on said form. After purchasing any number of classes (up to 4), Student/Student Representative will reserve easel time for their preferred

week's class through the text-based scheduling service. A Student/Student Representative is not guaranteed easel time until he/she has received a confirmation text.

Student/Student Representative acknowledges and accepts that there is no refund for lost or missed time that the Student/Student Representative may experience for any reason after paying for 2-hour classes. Purchased classes are non-transferable. See **MAKE-UP CLASSES**, below, for class credit opportunities.

## **MAKE-UP CLASSES**

### **STUDIO CLOSURES**

If Staff choose to close S&B Studio due to reasons including but not limited to, inclement weather, model sickness or injury, or any other unforeseeable event, the Student/Student Representative may choose to either (1) reserve easel time through our text service for the next S&B Studio class of their choice, or (2) book, at no additional charge, a make-up class at the AAHP studio. The make-up class will run for the same amount of time lost at S&B Studio, and all materials will be supplied. Student/Student Representative acknowledges that the make-up class will not involve live figure or bone anatomy, but rather entail a foundational class in Drawing, following the AAHP's proprietary syllabus and the Student's current level of craft command and interest. Such classes are taught by the professional art instructors of the AAHP. It is the Student/Student Representative's responsibility to request a make-up as outlined on the AAHP website <https://aahpnj.com/studio-courses/makeup/>. These make-ups will be honored within 2 months from date of class missed.

If there are no more S&B Studio classes available for the year, Student/Student Representative may makeup at AAHP as outlined above.

### **IF STUDENT MISSES A CLASS**

If Student is unable to attend a class for which easel time is reserved and paid for in advance, the Student/Student Representative must notify S&B Studio at least 24 hours in advance.

- If Student notifies S&B Studio to cancel an easel reservation within 24 hours advance notice of any given week's class, then Student retains a make-up class credit for studies at the AAHP. If circumstances change after cancellation notice, and Student finds that he/she is indeed able to attend, Student will be able to retain easel time only if S&B Studio has not yet assigned said easel to the next student on the S&B Studio Wait List.
- If Student notifies S&B Studio with less than 24 hours notice, Student loses his/her class credit for a make-up at AAHP, and the purchased class. Please note there are no refunds at any time.

In the event S&B Studio dissolves, and no longer offers live figure and anatomical drawing classes, Student may use unfulfilled S&B Studio hours at the AAHP up to one year after posted dissolution date. Please note there are no refunds at any time.

## **EMAIL POLICY**

By signing this Agreement Student/Student Representative consents to receive email correspondence from S&B Studio and AAHP. Email is S&B Studio and AAHP's main communication channel. You may unsubscribe from the email list at any time, but will not hold S&B Studio or AAHP responsible for any missed announcements.

You will also be automatically enrolled to receive our monthly newsletter the S&B Studio Review, which contains essays and tips about figure drawing. You may opt-out of receiving the email newsletter at any time.

## **SAFETY & SECURITY**

The staff of the S&B Studio reserve the right of admission, and to expel any Student/Student Representative who chooses not to support the creative environment and follow the S&B Studio's Code of Conduct. A Student/Student Representative who is seemingly intoxicated or otherwise incapacitated, awkward or disruptive, or who refuses to abide by these terms and other instructions from staff, will not be granted admission into the S&B Studio.

Student/Student Representative is urged to immediately seek help from staff if ever feeling ill on the premises, or if suffering injury. Student/Student Representative understands that if he or she arrives ill, or falls ill, or is suffering from an injury, the S&B Studio staff reserves the right to call for emergency personnel/first responders. Any costs associated with first responders will be the responsibility of the ill or injured person receiving the attention and services of those first responders.

Student/Student Representative will immediately report to the S&B Studio staff any sense of any imminent or actual danger, hazardous condition, disturbance or suspect circumstances on the premises.

Student/Student Representative agrees to help mitigate potential tripping hazards by agreeing to keep all purses, bags, portfolio and other personal property away from foot traffic areas and workstations.

Student/Student Representative remains fully responsible at all times for informing S&B Studio, in a timely fashion, and electronically, of any changes to his/her health status and/or Emergency Contacts. This includes, but is not limited to, allergies, other medical concerns, physical, mental, and/or emotional matters that may affect the Student's ability to follow/remain safe at S&B Studio, and/or to follow S&B Studio's safety and security policies as listed in the AAHP'S Comprehensive Safety & Health Protocol Guidelines (<https://aahpnj.com/studio-courses/client-agreement/#safety-health>). To access the Student Information Update Form go to <https://aahpnj.com/studio-courses/update-information/>. All changes and updates to student information must be made through this form.

## **CHANGES TO THIS AGREEMENT**

This Student/Client Agreement Concerning Policies, Terms and Conditions is subject to change without further notice; changes will be posted online prior to the next studio gathering or class, and as promptly as possible.

## **ADDITIONAL S&B STUDIO TRAINING**

S&B Studio is a service of the AAHP for practitioners of all levels. Student/Student Representatives of S&B Studio are warmly invited to enjoy a free, one-hour, deep-craft class in Drawing at the AAHP. S&B Student/Student Representatives wishing to thereafter enroll in the AAHP's private classes in a small group setting will enjoy special offers. Note these are not live figure classes, but rather foundational courses in observation, interpretation and rendering skills. Details are available on the AAHP website at [aahpnj.com](http://aahpnj.com).

Likewise, students 14 +, who are currently matriculated at the AAHP are invited to join the S&B Studio, and also enjoy special offers. A currently enrolled AAHP adult student may choose to fulfill two make-up hours of their foundation classes at the AAHP by attending an evening at the S&B Studio with prior arrangement. See the [Special Class Request Form](#).

## **BUSINESS PHOTO/VIDEO DOCUMENTATION**

Both S&B Studio and its parent company AAHP, reserve the right to photo/video document all programming at any time for archival, promotional, and other business purposes.

S&B Studio routinely videotapes and photo-documents studio action and production, whether in progress, or completed. The Student or Representative hereby agrees to said documentation, which is property of S&B Studio. S&B Studio reserves the right to use such imagery in promotional, educational, and all other business-related matters. S&B Studio hereby agrees to not lease, lend, sell, exchange, or otherwise release such imagery to a third party without full written consent of the Student or Representative whose person or property is imaged. This policy is in effect retroactively to cover the Student or Representative's participation in all previous years of S&B Studio.

This policy also covers any and all images you might exchange with S&B Studio via S&B Studio's email and social media accounts.

### **QUICK S&B STUDIO PACKING LIST**

The S&B Studio provides all Students with materials necessary to enjoy our figure drawing class. But there are still a few items the Student may want to bring along!

- Loose, comfortable clothing that allows for ample arm movements; Student dresses in layers to ensure comfort as needed
- Reading glasses or magnifying glass, if needed
- Additional seat padding, if preferred
- A lightweight portfolio for carrying works back home
- A large plastic bag to protect work during inclement weather