

## Space Use Contract

### Visual Arts Digital Lab and Darkroom for art and photo at River Hill High School 2015-2016

The nature of photography and advanced art classes at River Hill requires students to be in multiple places within the school during their class time, one of which passes through another class of students. Photography students work in the classroom (216A), the darkroom (S-117B), or the visual arts digital lab (S-203). Advanced Art students work in the classroom (216) and the Digital Lab (S-203). These guidelines and rules must be followed when working in those spaces. Loss of privileges to use these space may result in a student's inability to meet course requirements.

#### ***DARKROOM***

##### **YOU CAN ONLY BE IN THIS ROOM IF:**

1. You are in a photo class
2. Your teacher knows you are here
3. You take a negative carrier and put your name tag on the board in 216A

##### **RULES:**

1. If your name tag is not on the board it is assumed you are skipping class
2. This room is used **ONLY** for work directly related to Photo
3. Absolutely no food or drink
4. Do not allow anyone into the darkroom who does not belong
5. You must use the specific enlarger that matches your negative carrier # and your nametag placement (nametag on #6 = take negative carrier #6 = use enlarger #6)
6. You must return to class on time, replace your negative carrier, and take down your name tag

#### ***DIGITAL LAB***

##### **YOU CAN ONLY BE IN THIS ROOM IF:**

1. You are in an advanced art or photo class
2. Your teacher knows you are here
3. You take a pass and put your name tag on the board in 216A

##### **RULES:**

1. If your name tag is not on the board it is assumed you are skipping class
2. You must have a lab pass with you at all times, even if you go to the bathroom
3. You must go directly to the lab and work, leave when done. No back and forth
4. You must use the specific computer # that matches your lanyard # and your nametag placement (nametag on #6 = lanyard #6 = use computer #6)
5. You will be escorted down as a group to limit interruption
6. You must enter and leave the classroom and lab silently to limit interruption
7. This room is used **ONLY** for work directly related to Photo or Art
8. **NO** homework, research papers, games, hanging out!
9. Absolutely no food or drink (only a closed water bottle)
10. You cannot print from this room
11. This room is closed during lunch
12. Do not allow anyone that does not belong in the lab to enter
13. You must return to class on time, replace your lanyard, and take down your name
14. These rules apply the entire time you are in the building including during Hawktime and after school

#### ***CONSEQUENCES***

- 1st Offense:** Loss of privileges for that day  
**2nd Offense:** Loss of privileges for that day, office referral  
**3rd Offense:** Loss of privileges for the remainder of the year, office referral

I understand these terms of use, rules, consequences:

\_\_\_\_\_  
Student Name Date Parent Name Date

\_\_\_\_\_  
Student Signature Date Parent Signature Date

#### **Questions?**

Jacob Cecil – jacob\_cecil@hcpss.org – Visual Arts Chairperson – Fine Arts Instructional Team Leader