How to book CC-130

Fill in the form

Please have your

Course Instructor sign it

Hand in the hardcopy to Sienna (CC502-R20)

\* Please submit your application three days in advance

\*Monday-Friday\*Cannot be booked from 10PM-8AM

**Painting Studio Reservation Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant |  | Department |  |
| Purpose |  |
| Number of Attendees |  | Names |  |
| Using Period | From: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (D/M/Y) Time \_\_\_\_ : \_\_\_\_(D/M/Y) Time \_\_\_\_ : \_\_\_ |
| Course Instructor： \_\_\_\_\_\_\_\_\_\_\_\_\_ Date：————Program Director： —————— Date：———— |

**CC-130 Painting Studio Regulations**

The painting studio is only available to MAD students and teachers. The Students and teachers are required to follow the regulations as follows:

1．All teachers and students should keep the studio tidy and clean. Do not bring food, drinks, and throw rubbish around.

2．Please take good care of the facility and material, such as drawing boards, painting material etc. Do not take the easels out of the studio.

3．Due to the normal class schedule, all studio facility is not allowed to borrow. Without permission, any person other than MAD may not allow to enter the studio.

5．The students should develop good working habits， e.g. turn off the power, close the doors and windows before leave the studio.

6．If there is any damage or incident, please report to the related DCC staff. We will deal with situation in accordance with the divisional procedure.

7．The Student helpers need to monitor the students to comply with the above Regulations.