



SAN FERNANDO VALLEY ARTS & CULTURAL CENTER
18312 Oxnard Street, Tarzana, CA 91356
818/697-5525 www.sfvaacc.org info@sfvacc.org

WORKSHOP RULES

When using the open space for workshops, please adhere to the following:

- NO SMOKING in the Center.
- Restroom & clean-up sinks are to be cleaned by the user after each workshop - DO NOT use for disposal of paints or other media. Do not use toilet paper or paper towels to clean brushes.
- Clean off table tops so they will be clean for the next user.
- Clean up any spills promptly.
- Telephone is for emergency use ONLY.
- If you need to turn on the AC or heat, **turn it off** before you leave.
- DO NOT deposit ice, liquids, drinks or food into the waste baskets - Pour ALL ICE and liquid into the clean-up sink. All food, paper goods and empty cups go into the larger black barrels.
- Deposit all black barrel trash (in bags) into the dumpsters in the locked cage on the west end of the fenced parking lot. Empty trash bags are under the clean up sink.
- Do not place tables or chairs directly underneath displayed art.
- Before leaving, remove all food and open drinks from the refrigerator.
- Please sweep up the floors at the end of each workshop.
- Turn off all lights, including restrooms.
- Teachers...if you are the last one in the building please make sure the side door is locked, set the alarm, leave by the front door & lock the Center's front door.
- RETURN THE KEY TO THE LOCKBOX!
- In case of an emergency, call Ken at (818) 996-1630 or Carolyn at (818) 784-8796.