

 <p>Ringling College of Art + Design</p> <p>STAFF HANDBOOK</p>	<p>Index: 701</p> <p>Page: 1 of 1</p> <p>Subject: Use of College Facilities</p> <p>Revised: October 24, 2002</p>
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Use of College Facilities

Ringling College of Art and Design facilities may be used by staff members in connection with academic or scholarly activities without being subject to the requirements of reimbursement. However, prior approval must be sought in advance from proper authority in order to avoid conflict with other scheduled activities.

Use of Studio Facilities

During the academic year, studios are available at posted hours to Degree and Continuing Education students and faculty only. Continuing Education students can use studio facilities only during their scheduled class times. Certain studios such as Photography, Computer, Ceramics, Sculpture, Printmaking, and Wood Shop are open only when a staff technician or student monitor is present.

Staff may make a written request for special permission from the Vice President for Academic Affairs to use a studio facility for a specific project for a specific period of time.