



## Chattahoochee Handweavers Guild Student Guidelines and Classroom Etiquette

Welcome to a world of fiber, fun, and friendship! We are excited that you are joining us! We hope that you enjoy your experience here at Chattahoochee Handweavers Guild (CHG). Below is some information, we wanted to share with you.

**ROOM SPACE** Because our space is so limited and we have so many looms on the floor at once, please be considerate of the space needs around you.

### **ROOM ACCESS**

Many classes are held at the North DeKalb Cultural Center (NDCC) in Room 1 unless otherwise stated. To access Room 1, the key can be found in the locker that says "cats rule". Your instructor will explain how to open the lock and sign in and out the key. After you open the room, please return the key to the locker especially if you are working somewhere other than room 1. Other students may be looking for the key if you are not in room 1.

### **BUILDING ACCESS**

Front doors are unlocked to the public M-F – 8:30am -10:30pm and Sat/Sun 8:30am – 10:30pm. The building is generally open all year round. The following holiday periods will have the building locked for a period of one or more days. The Guild is notified by the City of Dunwoody for specific dates:

- Thanksgiving
- Christmas
- New Years

### **ROOM USE**

Open Studio is available for current students when no other class, workshop, study group or meeting is scheduled in Room 1. Check the website for the Calendar <https://www.chgweavers.org/calendar>

Cabinet keys can be found in the previously designated hiding place. Please check with your instructor for the specific location. Yarns, scissors, equipment may be used, unless otherwise marked with someone's name. Please return anything you use back to the same place. If you find that any equipment needs repair, please report it to your instructor.

These guidelines apply for room 1 or any other room where your class may be held. If you have problems with any equipment, please let your teacher know.

Upon leaving:

- Sweep floor of all loose threads and fibers around your loom, wipe tables if you make a mess.
- Dispose of leftover food or wrappers in the trash can outside the building. Food left creates unpleasant odors and attracts critters.
- Lock cabinets and return cabinet key to previously designated hiding place
- Close all blinds
- Turn off all equipment and return to original location
- Make sure the door is locked behind you and the key has been returned to the locker
- If for some reason the door does not lock, please inform your teacher or the Education Chair.

### **FLOOR LOOM USE**

Please be very careful when moving looms. If possible, please fold the loom before leaving -- space is at a premium. Check with your instructor for how to unfold/fold your specific loom. Keep the area around your loom cleaned up -- maintenance does not clean the floor around the looms. After cutting your project off the loom, please remove thrums, clean your loom and fold up loom if there is someone to help you so it is ready for the next class

Make sure all treadles are tied up BEFORE folding up the loom, black knobs are tightened and brace at the wheels is attached.

### **EDUCATION LIBRARY**

Feel free to use the books in the education library, but please do not remove them from Room 1. Feel free to take home the magazines to read, but please return them. We would like all students to have equal access to our reference materials. If you are a CHG member, you can sign books out of the CHG library.

### **MISCELLANEOUS ITEMS**

At the conclusion of your class, please complete an evaluation form which will be emailed to you. Your comments are most appreciated.

If you are not currently a member of CHG, we would like to invite you to attend a Guild meeting. There you will not only have a chance to exchange ideas with other weavers, but also learn about a variety of fiber related topics. Meeting information can be found on our web site, [www.chgweavers.org](http://www.chgweavers.org) or please just email the Membership Chairman at [membership@chgweavers.org](mailto:membership@chgweavers.org) If you have any suggestions, comments, etc. about your learning experience here at CHG, please email me at [education@chgweavers.org](mailto:education@chgweavers.org).

Again, I hope your time at CHG was fun and hope to see you at another class soon... and/or at a meeting.

Education Chairman  
Chattahoochee Handweavers Guild  
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