

Classroom Use & Loom Policy

Classroom Use Policy

Room 1 & 2 are rented to CHG and are used for various activities including classes, meetings, and study groups. Members and students should check the calendar (<https://chgweavers.org/chg-classroom-calendar/>) before coming to the guild to access equipment in rooms 1 or 2. To ensure that currently enrolled students get the full benefit of instructional time, students should seek help only during their own scheduled class.

Standard Room 1 Configuration - two cleared tables with chairs, all stacked chairs stored, all looms closed and in their assigned parking space.

Teacher / Group Leaders

- Those in charge of the group using the room are responsible for ensuring the room is returned to the original state at the end of each session. This includes putting away supplies, equipment, and looms, and returning tables and chairs to their designated place. The next group using the room should find it clean and orderly. They should not need to move anything or touch any student's looms or projects in order to use the room.

Workshop

- Students and teachers will be allowed to leave their equipment open and set up during the consecutive days of the workshop.

Student Use of Room 1 or 2

- Enrolled students will receive the access code for the “cat’s rule” locker from their teacher, this code will change quarterly. The room key should be immediately returned to the locker after opening a room **Note: Do not keep the magnetic key in the room with you as you could lock yourself out.**
 - We STRONGLY advise against being in a room by yourself due to safety reasons. If you choose to be in the room alone, you are accepting the risk that should an accident or health event occur, it may be difficult for you to get help.
 - **You may also want to leave an exterior door open so that someone can enter the room in the event of an emergency.**
- Enrolled students are allowed to access their looms, which are stored in room 1 or 2 during open building hours as long as there are no classes or events scheduled that the student would interrupt to access their equipment. Please check the calendar before arriving at the guild.
 - Teachers will provide students a link to a Google calendar, which will have the classroom schedule for room 1 & 2.
<https://chgweavers.org/chg-classroom-calendar/>

- Building access: front doors are unlocked to the public 7 days a week – 8:30am -10:30pm. The building is closed by the City of Dunwoody for 1-5 days for Thanksgiving, Christmas and New Years. Specific dates will be announced in advance by the guild.
- Cabinet keys: check with your instructor for the location. All cabinet doors must be locked when you are finished using the room.
- When students finish working in the room, the room should be left in the **Standard Room 1 configuration**. Looms must be closed and returned to their assigned parking space without exception (or in a cabinet in the case of room 2). If students cannot open and close their looms without assistance they need to be prepared to find or bring a helper.
 - Note - if you know you would like to take advantage of open studio hours, consider requesting a loom that you are comfortable opening & closing.
- When you leave for the day, ensure all cabinets are locked and the door locks behind you. Clean up after yourself, sweep the area around where you were working.
- Please understand that these policies are intended to provide a safe and accessible space for guild sponsored classes and events. Failure to comply with this policy will result in a loss of room privileges outside the scheduled class period.
- At no time should students, members, or teachers remove equipment from the facility for use elsewhere without filling out proper documentation and informing the properties or education chair.

Scheduling Room 1 or 2

- The schedule for room 1 & 2 is created by the president and the education chair. Members interested in reserving rooms should contact both to schedule their event.

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 (check our website for details).

Room Issues: Locks, Lights, etc - should be sent to President@chgweavers.org and properties@chgweavers.org

CHG Loom Policy

The specific looms assigned for each class (looms are numbered) are to be agreed upon jointly by the instructors and the Properties Chair. Instructors will let students know which loom they have been assigned.

- **Guild Classes**
 - All class projects should be cleared off the looms no later than one week following the last session of their class. (unless there is a workshop conflict, then it may need to be earlier, check with your instructor).
- **Guild Workshops**
 - Looms are assigned the Saturday prior to a workshop and students have until the Saturday following the workshop to complete their project. (For example, if the workshop is Saturday April 8 then students have access to a loom beginning Saturday April 1 and ending Saturday April 15). The type of looms assigned will be dictated primarily by the type of loom that best suits the project being taught.

Student (Participant) Loom Responsibilities - to be done at the end of class session

- Any shafts must be returned and properly installed
- Heddle counts should be returned to the expected range:
 - Heddle Count on Looms: update the number of heddles on the blue tape
 - Wolf Pup - 600 (75-100 Heddle per shaft)
 - Baby Wolf - 800 (100-125 Heddle per shaft)
 - Mighty Wolf - 1000 (125 - 150 Heddle per shaft)
 - 40 Macomber - 1000-1200 (150 - 200 Heddle per shaft)
 - 48 Macomber - 1200-2000 (175 - 250 Heddle per shaft)
- Looms must be cleaned of dust and debris. Refer to the loom & room care document if needed.
- All additional equipment (shuttles, reeds etc) should be put away
- Boxes are supplied for the students to store materials for their project while they are attending classes.
 - Students should remove all items after they have completed their class projects.
 - Items (that aren't guild property) remaining in boxes at the end of class will be put into the Lost & Found box.
- Loom should be parked in their permanent parking space with an appropriate raddle and set of lease sticks.

Loom Storage

- At the end of the class period, looms are to be returned to the permanent location for the loom dictated by the loom number. This area is where the student can expect to find the loom at the beginning of class, and the assigned raddle and lease sticks will be there also. The raddle and lease sticks are to be returned to their permanent location when students are done using them.

Loom Repair and Maintenance

- Students are to notify their instructor(s) if and when they experience an issue with the mechanics of their loom.
- Guild Instructors are in charge of all minor maintenance including: tightening bolts and screws, replacing cords and oversight of heddle movement and maintenance. This maintenance should happen as needed during class sessions.

- Guild Instructors are responsible for making sure students are aware of the guild's expectation of loom care and that the students leave their parking space ready for the next student.
- Workshop Chair should be aware of the location of cords and tools so they can make minor repairs during the workshop.
- The Properties Chair has oversight of repairs for all CHG weaving equipment.
- The Properties Chair will do a visual inspection of looms, their assigned parking spaces and their assigned boxes after class sessions and workshops.

Loom Use Extensions

Extensions are granted for a variety of reasons. Permission to remain on a loom must be granted by the Instructors and the Properties Chair. The ability to allow extensions will be directly related to the needs of the workshop that will occur during class breaks.

Convenience Fee

Our class fees are intended to cover instruction and use of a loom for a set period of time. We understand that there are circumstances when students need extra time for a project. In fairness to all of our students, we charge this convenience fee so that the students receiving the benefit of using the loom for a longer period of time are paying for that benefit.

If a students' project remains on the loom past the last Friday of the longest floor loom class then a convenience fee of **\$20.00** will be assessed. This fee needs to be paid prior to the end of class to allow the students' work to remain on their assigned loom. Students are required to be enrolled in the next class session. **This is not a rental fee.** This allows the student to leave their work on the assigned loom and their personal weaving items in the loom storage box. It covers the time frame between classes.

Demo Loom

- To reserve the demo loom for outreach events, contact membership@chgweavers.org and properties@CHGweavers.org