



# The Art Students League of New York

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## **Students of Studios 15 & 16**

1. Do not leave chairs, stools, easels or boards in perimeter hallways as these are fire exits. Obstructions in these areas are a violation of NYC Fire department regulations and the League can be substantially fined. Place easels, drawing boards, and tables in the area provided for them.
2. If a work is in progress and you're working on un-stretched canvas or paper; attach it to the pin-boards in the hall outside of your studio at the end of your session. Work on un-stretched canvas or paper attached to any other area will be removed and the League will not assume any responsibility for damage.
3. If you are keeping more than one piece of work on these pin-boards walls they are to be layered one on top of the other.
4. Do not cover or move the work of other students on the pin-boards, speak to the monitor if an issue arises.
5. Make sure the work being stored on the wall in the hallway does not cover the heaters during wintertime.
6. We recommend that you attach your un-stretched canvas and paper to foam-core boards that are for sale in the school store so these works can be easily stored in the painting racks.
7. Do not store bags, paint-boxes or other materials except paintings in the painting racks. Periodically the maintenance staff will go through the rooms at night and discard these types of items if left in the painting racks.
8. Take finished works home! You may not keep more than 3 pieces of work in progress in the racks.
9. Painting racks and pin-board back walls are for works in progress, not storage. Place small works in the small racks and large works in large racks.
10. Do not work larger than the storage space allows.
11. Keep in mind that at the end on the summer and spring sessions all work must be removed from the studio.

Your cooperation is appreciated by all,  
ASL Office.