



## Student Studio Hours

### Welcome to Brooklyn Metal Works!

As a current student you have access to work during open studio hours. Please read through this semester's policies to

become familiar with our guidelines.

Open studio hours are in effect when no other class or event is listed on the calendar. Open studio begins 30 minutes after a scheduled class/event ends, and ends 30 minutes before scheduled class/event begins.

**Students only have studio access to the tools and equipment pertaining to the class(es) they are enrolled in.**

- Students may use bench time to work outside of class during open studio hours for the duration of their course, plus two weeks after their class ends. **After this two week period, students must apply for membership in order to continue working in the studio.**
- **Student bench cards may be purchased for \$75/12 hours, and hourly bench time may be purchased for \$7.50/hour.**
- You must **sign in** anytime you are working during open studio hours. You are required to keep track of your hours on the studio sign in sheet and **sign out and pay** before you leave.
- Mark the sign in sheet with **S for Student**. If you are making up missed hours, make sure to **note the class** you are in.
- Students who are absent for class are allowed to make up missed class time during open studio hours at no cost. This is an unsupervised working time. Teachers are not required to meet with students outside of class to make up missed information. Students may make up missed hours up to 2 weeks after their class ends. One missed class equals 3 hours. **Partially missed class time, due to being late or leaving early, may not be made up.**
- **Saturday open studio hours are free for currently enrolled students.** Times vary so please check the schedule. The use of Saturday hours counts towards any missed class time.
- Students may continue to work during the half hour grace periods before or after their enrolled class(es) begin or end, provided you have signed in. **If your class is the last of the evening you must pay for your studio use before your class begins.**
- Please inquire with the BKMW team (Brian, Erin, Alex, Erica or Chanelle) about purchasing bench time during open studio hours.

**Please check the calendar on our website for open studio times.**

[www.bkmetalworks.com/calendar/](http://www.bkmetalworks.com/calendar/)