We welcome you back to THE ARTS CENTER OF THE CAPITAL REGION! We are taking practical and precautionary measures to protect our students as well as our staff during the COVID-19 pandemic, and to better position us to be able to provide our students with a welcoming experience at a reduced risk of exposure. If we all work together, we believe we can overcome the spread of this virus as well as other infectious diseases.

How will this impact your visit to The Arts Center today? Many of our efforts take place “behind the scenes,” in how we train our employees, sanitize our space, and with other changes we make to minimize contact areas. You will notice some changes we have made, and we appreciate your understanding with them and your assistance with some of the measures we will be taking that will impact you more directly:

- We will be asking our students to sign statements regarding certain health matters.
- We will require all individuals to utilize either masks or other face coverings to cover both the nose and mouth at all times when on The Arts Center premises. We must reserve the right to deny access to those who do not have an appropriate mask or other face covering on.
- We have protocols in place for limited class attendance, equipment use (to avoid sharing) and designated workspace areas.
- We will be cleaning our premises regularly. To assist us with our efforts, we respectfully ask that you do not unnecessarily touch any items, doors, walls or other surfaces.
- If you must sneeze or cough in our public spaces, we will ask you to be mindful of others and fully cover your mouth and nose. We have hand sanitizer available and request that you wash your hands thoroughly (and for at least 20 seconds) before leaving the rest room.

Our processes may change as we all continue to learn and based upon applicable laws and rules, and so we must of course reserve the right to change them as we think best.

We urge you to exercise caution and take personal precautions during your visit to The Arts Center. Please notify us if you have any condition which would impact your visit to our premises – this would include conditions such as a temperature above normal ranges, contact with a person who tested positive for COVID-19, travel to restricted states or countries, or physical or special health conditions which may impact your visit or your exposure or vulnerability to COVID-19. While these conditions may be part of the triage process mentioned above, we cannot anticipate all conditions, so if something is not covered or if you are in doubt, please let us know.

While we are working to create a safe environment, we cannot and do not guarantee an exposure free environment. COVID-19 has been declared a worldwide pandemic, is extremely contagious, and is a disease that is being continuously researched, with continually evolving medical knowledge. We are trying to minimize the risk of harm or injury, but it is not always possible to do this.

We ask you to sign below to confirm your understanding of the information above, your agreement to follow our precautions, and that you understand and agree that there are risks of contracting COVID-19 and you are responsible for your safety and well-being while at The Arts Center of the Capital Region. Thank you for your understanding.

You hereby expressly acknowledge that use of our facilities is for your pleasure, learning purposes and convenience, and you have entered the premises voluntarily and with full knowledge, understanding, and assumption of the risks inherent in and attendant to doing so, including, but not limited to, the need to follow proper safety procedures, the proper handling of hazardous substances and the risk of contracting COVID-19 and/or other infectious diseases. You hereby assume these risks and forever waive any claims against THE ARTS CENTER OF THE CAPITAL REGION, or its members, directors, officers, employees, volunteers or agents, directly or indirectly related to exposure to COVID-19 or other infectious diseases and release THE ARTS CENTER OF THE CAPITAL REGION, and its members, directors, officers, employees, volunteers or agents from any liability, losses, damages or claims whatsoever directly or indirectly related to exposure to COVID-19 or other infectious diseases, including any liability, losses, damages or claims caused by any negligence on the part of THE ARTS CENTER OF THE CAPITAL REGION. This includes the right to bring a claim for personal injury, death, disease or property loss.

This waiver and release will be governed by the laws of the State of New York, in which The Arts Center is located, and is being given voluntarily and for adequate consideration, including the right to use the premises of
The Arts Center. If any provisions of this waiver are found to be unenforceable, the remainder shall be enforced to the greatest extent possible and the unenforceable provisions shall be deemed modified.

**ARTWORK RELEASE**

I understand that The Arts Center has limited space; therefore, any of my artwork left at The Arts Center **longer than one month following the final date of class** becomes property of The Arts Center and is subject to being discarded.

**PROCEDURAL ORIENTATION**

I acknowledge that I have been **instructed on the proper safety procedures and hazardous materials** in the studio.

**PHOTOGRAPHY PERMISSION**

We appreciate your cooperation and consent in allowing us to photograph/video/audio record/interview you. These images/videos/audio/interviews will be used with respect and consideration. By allowing The Arts Center or its designated representative to take my photograph/video, I grant The Arts Center of the Capital Region, its agents and assigns, unrestricted permission to use, publish, modify, edit, enhance, transfer and/or disseminate my image (which includes still, video or motion images including my voice), together with my name as an identifier, including but not limited to using the images in print, video, electronic or digital media, social media sites, and websites, all without further notification to me. I understand that all copyrights and other rights to the images will be owned by The Arts Center of the Capital Region; to the extent that any such copyrights or other rights are not transferred hereunder, I grant The Arts Center of the Capital Region, its successors and assigns an irrevocable, perpetual, worldwide, royalty-free, exclusive right and license to publicly use, display, modify, reproduce, assign and distribute the images.

No compensation will be paid for these images or statements. I release and discharge The Arts Center of the Capital Region, and all persons acting with authority from The Arts Center of the Capital Region, from any damages, expenses and liability for the use, modification, transfer/dissemination, publication or copyrighting of the images or statements. I have carefully read and understand this release form and I am signing it knowingly and voluntarily.

Student Signature ___________________________ Date ______

**EMERGENCY CONTACT INFORMATION**

Emergency Contact ___________________________

Relationship _______________ Phone ___________________________

Email ___________________________

Please list any allergies, serious ailments (heart disease, epilepsy, diabetes) that may impact your visit to The Arts Center: ___________________________
Arts Center Behavioral Promise & Safety Procedures

To ensure that all students and staff has a safe and enriching experience while attending our classes, we must require all students to read and sign the following Behavioral Promise and Safety Procedures document.

Safety Procedures

- Visitors of the Arts Center must be free of COVID related symptoms. Please note, if you are showing signs of COVID related symptoms and cannot attend your class, students have the option to request a full credit or refund up to 1-day before your class begins.
  - Students are required to wear masks at all times while attending classes
- Temperature checks will occur upon entry into the building (Students who have a temperature of 100.4 or higher will not be allowed to attend class and will be asked to leave the premises for the safety of students and staff.)
  - Students must sign in at the front desk upon entry for tracing purposes
  - Handwashing breaks during class will be encouraged
  - Students should remain 6ft apart while in the studios and common spaces

Behavioral Promise

I, ________________, (Student) have read and understand the Arts Centers COVID protocols. I understand if I am not able to adhere to the Arts Center COVID protocols that I may be asked to leave the premises to ensure the safety of fellow students and staff.

Please know these measures must be taken so that our students are able to have a positive and safe creative experience at the Arts Center.

Student Signature:_______________________     Date:_________

Thank you,

The Arts Center of the Capital Region