

Arlington County Scenic Studio Shop Policy

Arlington County Cultural Affairs provides scenery construction facilities as a part of its support of arts groups that receive grants from the Arlington Commission for the Arts. The County charges a nominal fee for the use of the shop.

Scene Shop Location, Hours and Access

The shop is located at the Gunston Arts Center, 2700 S. Lang Street, Arlington, VA 22205. The shop is available by prior arrangement from 2:00PM to 10:00PM, Tuesday through Friday and from 10:00AM to 6:00PM on Saturday. Shop time must be requested in advance by using the **Scene Shop Facility Request Form** (attached). Shop users should park in marked parking spaces. The loading dock area is for loading and unloading only. Do not park in front of the loading dock or garage.

Reserving Scene Shop Space

Shop space should be reserved using the **Scene Shop Facility Request Form**. These are available in the Arlington Cultural Affairs office, 3700 South Four Mile Run, Arlington VA, 22206, or from shop foreman.

Please note any special requirements such as a tall set that must be assembled or drops that will be painted.

Scene Shop Fee

A charge of \$35.00 will be billed for each week or portion thereof that a supported organization uses the shop in preparation for a production. Shop time scheduled but not used will be billed unless cancelled in advance.

Scene Shop Log

All shop users must sign in. Use the space provided to note any broken tools, dull blades items needed etc.

Use of Space

Each production is assigned a specific area in the shop. Stationary power tools are in common areas. Be considerate, especially if you have a lot of work to do on one saw. Respect other users by confining your materials and scenery to your area. Do not disturb the scenery or materials of the other groups and do not expect other groups to loan you tools. Some hand tools and power tools are available for use; however, each group is encouraged to bring their own tools. We do not provide paint or hardware. Some specialty tools are available for loan (router, grinder, etc.)

Each organization and/or production must have a designated technical liaison that will be responsible for that organization's use of the shop. A representative of the user group should arrange to meet materials delivered to the shop by a third party (i.e. a lumber company). Materials deliveries must be coordinated in advance with county staff as the shop is generally not open in the mornings.

Clean Up

- Cleaning up the workspace after each work session is mandatory. There is no custodial service in the shop so each group must keep its materials orderly and its space clean. Brooms, dustpans and other cleaning supplies are located between the tool closet and bathrooms.
- Empty trash cans at the end of the work session. The dumpster is located outside the door, beside the loading dock. If you are unable to empty the trash because the dumpster is full, please notify the staff.
- All wood scrap must fit in a trashcan. This means scrap can be no longer than 3 feet in any direction.
- When a set is loaded out of the Scene Shop, the work area must be left clean and extra materials removed. If this is not possible, please contact the Shop Foreman to determine the best course of action.

Use of Shop Tools

- POWER TOOLS ARE INHERENTLY DANGEROUS! KNOW AND FOLLOW ALL SAFETY RULES. USE OF THE SHOP AND THE SHOP TOOLS IS AT YOUR OWN RISK.
- Nothing in this document is intended to replace common sense and good safety practices.
- All personnel using the shop will be required to sign a **Hold Harmless Form** stating that they hold the county harmless for any accidents that might occur through their use of the shop. Minors under the age of 18 will need the written permission of a parent or legal guardian in order to use the shop. It will be the responsibility of a group's technical director or authorizing official to see that these forms are signed.
- Do not remove tools from the shop without permission. This includes taking tools to the theatres for load -in or strike. Groups are encouraged to maintain their own tools for load-in, strike and repairs.

Safety Equipment

- Eye protection is required to use any power tool. Goggles and face shields are available in the shop. Hearing protection and dust masks are available.
- Removal of guards or safety devices from power tools is strictly prohibited. (Exception: When using the table saw to cut a groove, dado or when using a molding cutter, the use of the splitter/anti-kickback device may not be possible. The device must be reinstalled before any other cutting is done).
- Keep all work areas and especially the areas around tools clear of debris.

- If a tool is not working, unplug it and report it to the shop staff.
- Any injury must be reported to county staff and the appropriate forms filled out as soon as possible. Emergency numbers are posted by the shop telephone.

Paint

- Groups wishing to store paint in the shop will be assigned available space up to a maximum of one (1) shelf in the paint room. The fire law stipulates that all solvents, spray paints must be stored in the explosion-proof room when not in use. The following paints may be stored in the paint room:
 - Any latex, vinyl or acrylic paint (such as Supersaturated Roscopaint)
 - Spray paints (Limit 5 cans per group)
 - Others with the approval of the shop staff.
- All paint must be stored in tightly sealed containers.
- The use of oil based paints, stains, and varnishes is prohibited in the shop.
- Do not store organic paints, such as casein or hide glue.
- Aerosol spray paint may not be used inside the shop. Spraying is permissible outside only if surrounding areas are protected from overspray.
- Never pour paint down the sink. Do not mix more than you need. The proper disposal method for water based paint is to allow it to dry in the can and dispose of it as a solid. Adding kitty litter will speed this process.

Storage of Tools and Materials

Groups may request to store their own rolling toolbox no larger than 30"x48"x46"h. All other building materials must be removed from the shop at the end of construction. No scenery or materials are to be returned to the shop at strike.

Use of County Truck

The County truck may be reserved for one trip, per show, from the scene shop to any cultural affairs theater space (load-in only). Only qualified County staff may drive the truck. It is not the responsibility of the county staff to load or unload scenery from the truck. Reservation for the truck will only be honored through the **County Truck Request Form**. You must confirm reservations with the Scene Shop manager no less than 2 weeks prior to loading out of the Scene Shop.

Enforcement of Shop Rules and Policies

Individuals who violate shop safety rules may be banned from use of the shop.

Contact

The County staff is always available for scheduling appointments and giving tech related advice by calling 703-228-6965 or email jdavis@arlingtonva.us.