



Chattahoochee Handweavers Guild Student's Guidelines

We want to welcome you to a world of fiber, fun, and friendship! We are excited that you are joining us! We hope that you enjoy your experience here at Chattahoochee Handweavers Guild (CHG). Below is some information, we wanted to share with you.

ROOM ACCESS

All classes are held at the North DeKalb Cultural Center (NDCC) in Room 1 unless previously approved by the Education committee. Please check-in with the NDCC Guard for access to Room 1. Guard desk is located in the front lobby between the library and classrooms. Identification may be required.

ROOM USE

Open Studio is available for current students when no other class is scheduled in Room 1. Check the website, www.chgweb.com, or the Calendar of Classes posted on the bulletin board in Room 1. Basically Open Studio is any time except when a class is in session. NDCC hours are Monday through Friday: 8am to Midnight; Saturday and Sunday: 7am to 11pm.

Cabinets keys can be found in the previously designated hiding place. (Please check with your instructor.) Yarns, scissors, equipment may be used, unless otherwise marked with someone's name. Please return anything you use back to the same place.

If you find that any equipment needs repair, please report it to your instructor.

Upon leaving:

- sweep floor of all loose threads and fibers, wipe tables, etc.
- dispose of leftover food or wrappers in the trash can outside the building
- lock cabinets and return cabinet key to previously designated hiding place
- close all blinds
- turn off all equipment and return to original location
- turn off lights
- we are also monitoring the use of the room. Please mark on the Calendar Of Use posted on the bulletin board the number count of class attendees each time you use Room 1. Include yourself in the count.
- make sure the door is locked behind you (may need to ask the NDCC Guard to lock the door)

FLOOR LOOM USE

Please be very careful when moving looms. If possible, please fold loom before leaving -- space is at a premium. Check with your instructor for how to fold your specific loom. Keep the area around your loom cleaned up -- maintenance does not clean the floor around the looms. After cutting your project off the loom, please remove thrums, fold up loom so it is ready for the next class.

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.

MISCELLANEOUS ITEMS

At the conclusion of your class, please complete an evaluation form which will be emailed to you. Your comments are most appreciated.

If you are not currently a member of CHG, we would like to invite you to attend a Guild meeting. There you will not only have a chance to exchange ideas with other weavers, but also learn about a variety of fiber related topics. Meeting information can be found on our web site, www.chgweb.com or please just email the Membership Chairman at membership@chgweb.com.

If you have any suggestions, comments, etc. about your learning experience here at CHG, please email me at classes@chgweb.com.

Again, I hope your time at CHG was fun and hope to see you at another class soon... or at a meeting.

Ann Doherty

Education Chairman
Chattahoochee Handweavers Guild