**After Hours Access to  
ULM Visual Arts Studios/Labs**

**Users will agree to the following:**

1. Conform to all regular ULM rules and protocols.
2. Use of art media is **NOT PERMITTED** in the computer lab. Art studio facilities are available across the hall.
3. Show respect and consideration of other users in the studio/lab. It may not be reasonable to expect “library quality” silence, but all users and visitors should feel comfortable and safe in their surroundings. Loud, unruly, and profane conversations or behavior are **NOT PERMITTED**. Music, talking, and computer sound settings must be kept at non-disruptive levels.   
    ***(See footnote)***
4. No equipment is to be removed without proper authorization.
5. Any problems, damage or needed repairs should be reported immediately to **Fassett@ulm.edu**
6. Be certain the lab is locked when you leave.
7. Do not allow people into the lab, studio, or building who are not authorized to use the space. You are responsible for any companion attending with you.
8. **Clean your hands** before using keyboard or mouse. Keep the space clean and uncluttered.
9. Do not use sprays, fixative, or anything else requiring ventilation in any closed studio/lab.
10. Turn off lights when not in use.
11. Do not enter spaces other than restrooms or designated art studio areas.
12. Do not prop doors open into the building.
13. No food or drinks near computer equipment. Drinks must be sealed when not in use.

**After Hours Studio/Lab** **Access Request Form**

Complete this form,   
save the document with your name as:  
“studio-access-lastname,firstname”  
and e-mail to [fassett@ulm.edu](mailto:fassett@ulm.edu)

Tab through the form fields, Shift Tab to reverse.

|  |  |
| --- | --- |
| Request   access to: |  |
| Enter   today’s date: |  |
| Name: |  |
| CWID: |  |
| E-mail: |  |
| Select Concentration if Art Major: |  |
| List Major if  other than Art: |  |
| Phone(s): |  |
| Requested  Access Period: | Fall Semester 2019 |
| Reason access  is needed. Make a case: | EXAMPLE: I have an assigned studio in Stubbs. |

**Abuse of this privilege   
may result in its revocation**

***( footnote).*** No student workers are funded to work in the Stubbs 146 computer lab, therefore all users are charged with the responsibility for appropriate behavior. If you are aware that behavior in the lab is being disruptive, you should politely ask the person or persons to tone it down. If the disruptive behavior continues, after a polite request to stop it, tell those involved that you will contact the University Police.

**If your request is still ignored, call the University Police 342-5350 and report the problem.** Cameras in the lab have been positioned for maximum viewing of the door(s) and printers.

*A new policy has been implemented related to building access on campus. You will no longer be able to use your ID card to enter buildings between the hours of 10:00 p.m. and 6:30 a.m.*

The printers are on a monitoring system that will report to the Computing Center when they are down, when there is a jam, no paper, etc.

Please call if you run out of supplies and they will be delivered, 342-5015.

A Computing Center Graduate Assistant will do multiple times daily rotation for labs on campus checking supplies, cleanliness, etc.

Once a month the Computing Center will do a remote check of each computer to make sure they are still working.

A sign is placed noting the use of cameras and also a number to call (342-3333) if there is an I/T problem.

Mr. Fassett will be available to open the lab Monday – Thursday. The Computing Center will open the lab every Friday and close the lab daily.

If you open the lab, lock it when you leave. Ask people remaining in the lab to leave, authorized users can use their cards to re-enter. That puts them on record as opening the lab.

***List of helpful phone numbers.***

**VAPA office number: 342-3811**

**Lori Gean, Computing Center: 342-5015**

**Computing Center Help Desk: 342-3333**

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**Emergency Phone #'s: University Police: 342-5350**

Utility Failure: 342-5170 (after hrs. 5350)

Smell Gas?: 342-5190 (after hrs. 5350)

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**Mental Wellness on the ULM Campus:**

If you are having any emotional, behavioral, or social problems, and would like to talk with a caring, concerned professional please call one of the following numbers:

The ULM Counseling Center 342-5220

The Marriage and Family Therapy Clinic 342-9797

The Community Counseling Center 342-1263

The ULM HELPS Project Office 342-1335

Remember that all services are offered free to faculty, staff, and students, and all are strictly confidential.