

Manifest Drawing Center

General Program and Facility Policies

Manifest Drawing Center is a fully-equipped, professional studio devoted to providing high-caliber art instruction, vibrant life-drawing sessions, access to printmaking and analog photography equipment/chemistry, and general creative engagement for the Greater Cincinnati community and beyond. When participating, please help our staff steward the Drawing Center's facility and participants by adhering to the following policies.

Every staff member, instructor, and volunteer, as well as every participant who registers for a class, workshop, or other program at the Center is agreeing to abide by these terms:

- Manifest Drawing Center is a community. All participants and visitors are expected to behave in a safe, respectful manner toward other artists, staff, and the studio facilities.
- **Manifest is a smoke-free, drug-free, gun-free campus and facility.**

PROGRAM SCHEDULE

- Manifest Drawing Center programming changes seasonally, and Manifest may update studio policies on the organization's website and through signage in the studios accordingly. All participants and visitors must comply with these notices.

BUILDING AND GROUNDS ACCESS, PARKING, AND SAFETY

- Drawing Center participants should enter and exit the building through the main Drawing Center door (at the limestone corner off the back parking lot) only. Instructors and Staff may open other doors occasionally, but participants are not permitted to unlock or open other doors unless an emergency dictates otherwise.

EMERGENCY PROTOCOL

- For fire, police, or medical emergencies, CALL 911. The building address is 3464 Central Parkway, Cincinnati, OH 45223. Inform Manifest Staff or Moderators of emergency circumstances immediately. A first aid kit and eye-wash bottles are available from Manifest Staff and Moderators.
- For severe weather emergencies, quickly move to the building's basement. There are several safe areas in the basement including the boiler room (through the black door at the bottom of the steps) and the former pipe organ rooms (through the new door at the bottom of the steps, and then through the door to the right... there is a large step down into the former pipe organ rooms).

TIMELY PAYMENT OF PROGRAM FEES

- All participants, even walk-ins, should handle all unresolved payment transactions before arriving. (If someone arrives at the studios without having preregistered online, they can register either from a Drawing Center computer or through their cellular devices upon arrival [moderators can help with this]. However, the Drawing Center cannot guarantee space for participants who have not preregistered per the timelines established on the website). Instructed Course participants are required to have payment made in full prior to the first session or class day.

LIFE MODEL ETIQUETTE

- For workshops or sessions involving live models, participants are expected to work with the Manifest staff and the model to develop a studio atmosphere of professional objectivity and civility. Manifest has a reputation as an ethical and safe studio environment with very high standards; models must be treated with courtesy and respect. Subjective comments about a model's body type, level of attractiveness, or other factors related to general appearance are never acceptable. While Manifest moderators/instructors are primarily responsible for directing the model through various poses, participants may be asked to verbally assist in guiding a model back into a pose after breaks. Do not attempt to direct or approach a model otherwise.
- Photographing models is not permitted unless prior written approval has been secured from both the model and Manifest Drawing Center administration. Any model-related photography by participants/attendees must be arranged in advance and under the direct supervision of Manifest staff.

STUDIO USE, CLEANUP EXPECTATIONS, AND ETIQUETTE

- **After each visit, participants should work together to leave the studio in the same condition as when the session began.** All studio equipment, easels, horses, and work spaces must be thoroughly cleaned before participants leave. If necessary, drawing horse surfaces, easel supports, taborets, film-processing tools, and photo printing tools should be sprayed/rinsed and wiped dry. Brooms, dustpans, mops, a vacuum, paper towels, and cleaning supplies are available either in the studio space or in the utility room located on the first floor of the Drawing Center.
- No food is permitted near any of the artwork on display, the darkroom, the film processing room, or near the casts. Drinks should be handled carefully to avoid spills and should never be placed on any pedestals. All empty drink cups or food-related trash should always be placed in one of the trashcans located around the building. If a participant prepares coffee, it is their responsibility to clean the coffee pot and dispose of used grounds. Any reusable dishes, cups, and mugs must be washed, dried, and replaced in their original location before the conclusion of a visit.
- If an artist re-arranges the easel support clamps to custom-fit a drawing board or canvas, the clamps should be returned to their proper orientation when finished. If an artist adjusts the

angle or height of the upper support platform on a drawing horse, the platform should be returned to its original position when finished. If an artist adjusts the angle of a track light in one of the studios, the light must be returned to the original orientation when finished. If an artist adjusts the lateral position of a light on the track, removes the light from one track and places it on another, or removes the light entirely, the artist must return the light to its original position when finished. **(In most cases participants should not be adjusting studio lights. Where necessary the moderator or instructor can assist if possible.)**

Darkroom enlargers should also be raised to the resting level and condition in which they were found.

STORAGE OF SUPPLIES AND ARTWORK

- If participants store supplies at the studio (paper, supply boxes, drawing boards, etc.), storage must be maintained in a manner that respects the communal nature of the Drawing Center. Supply storage areas need to be condensed and well-ordered. Shelf space is limited and shared by all.
- Participants store items at their own risk (including any non-art materials and personal property). While we do our best to monitor the space and feel confident in our community, Manifest cannot take responsibility for items left at Manifest Drawing Center.
- Flat files are assigned to limited participants in specific programs by the Education and Studio Program Manager or Studio Program Assistant. Do not store materials or drawings in a flat file without the approval of the Educational and Studio Program Manager or Studio Program Assistant.
- At the end of a term of classes and sessions, Manifest requests that all participants remove all supplies from the Drawing Center studio to make room for the next term's participants. If participants are planning to continue involvement into the next term, a note plainly communicating those plans and which supplies are going to remain needs to be clearly visible. Any unidentified supplies remaining unclaimed after a term's end will automatically become the property of Manifest and may be discarded. **THIS INCLUDES ARTWORK** left unclaimed and unidentified (always be sure to sign/date drawings/paintings/photographs on the back if preferred).

DISPLAY OF ARTWORK

- Artists are free to, and are *encouraged* to display work created at the Drawing Center on the studio walls. However, this is a shared space, and participants should occasionally remove older work to make room for new displays. Participants leave work on display (or in storage) at their own risk. Manifest is not liable for any damage caused to artwork displayed or stored at the Drawing Center. Displaying or storing your work at the Drawing Center is voluntary. Do not attempt to move or remove another participant's work without their permission. Manifest's staff may at its discretion relocate, rearrange, or remove for storage any works on display at any

time. Again, it is important to put name and date on each work (on the back or front as preferred).

DOCUMENTATION BY MANIFEST

- Participants attending programs or utilizing the Drawing Center facilities understand and agree that the organization may at its discretion document activities and artwork from time to time, and through their participation grant permission for Manifest to use such images, including their photographed likeness, in marketing, documentary media, grant writing, and publications including but not limited to the organization's printed and digital promotional materials, Annual Report, and website. Artworks used in publication materials will be credited whenever possible.

SOCIAL MEDIA SHARING

Please consider sharing work created as part of Drawing Center programs to social media with the hashtag #manifestdrawingcenter or by tagging @manifestdrawingcenter as the location, or both. We maintain active accounts on both Facebook and Instagram for both Drawing Center and Gallery activities.

Any questions or comments regarding Manifest's Drawing Center and related programming are welcome. Please direct them to Adam Mysock, Education and Studio Program Manager at Manifest Drawing Center, at mysock@manifestdrawingcenter.org.

(updated 5-21-2025)