Guidelines for Use of the Freshman Arts Room  
Holworthy Basement

Purpose
The purpose of the Freshman Arts Room is to provide a fun and low-key arts-making space for freshmen.

Who May Use the Space?
Any Harvard freshman in good standing with the University may use the Freshman Arts Room.

When May I Use the Freshman Arts Room?
You may use the Freshman Arts Room as an arts-making space at the following times:

1. During themed “Arts Break” activities and informal “Learn How” art-making events offered throughout the year.
2. During formal arts classes and seminars, also offered throughout the year.
3. One evening a week, from 8pm-11pm on Mondays, when the Freshman Arts Room will be open and staffed by a member of the Freshman Arts Board. At this time freshmen can use the art supplies and project suggestions provided or bring your own supplies to create art!
4. If you would like to schedule a group activity for freshmen in the Arts Room, please contact Correna Cohen at correna_cohen@harvard.edu.
5. If you are an individual who would like to use the Freshman Arts Room outside of these specifications, please set up a meeting with Correna Cohen at correna_cohen@harvard.edu.

Where is the Freshman Arts Room located?
The Freshman Arts Room is in the basement of Holworthy Hall, adjacent to the Holworthy Common Room. To get to the Freshman Arts Room, enter the lower level exterior entrance to Holworthy on the east end of the building, facing Canaday Hall. Go down the hallway and through another door that will bring you directly into the Holworthy Common Room. After passing through the Holworthy Common Room, the entrance to the Arts Room will be the first door on your right.

Both the Holworthy Common Room and the Freshman Arts Room are wheelchair accessible.

Upkeep of Art Supplies
A Freshman Arts Board member or Freshman Dean’s Office staff member must be present at all times when you are using the Arts Room. The Freshman Arts Board and Freshman Dean’s Office staff are the only key-holders to the cabinets. The person staffing the space has the responsibility to note on the sheet inside the cabinet which supplies were used and on what date, and if anything needs to be restocked. The Director for Freshman Residential Education and Arts Initiatives will periodically check these sheets and determine if supplies should be reordered.

May I bring my own art supplies?
Yes, you may bring your own art supplies to the Freshman Arts Room, provided that you protect all surfaces and clean up after yourself. As the room is not properly ventilated, no oil paints or other potentially hazardous materials are permitted.
Supplies available for students include paints, canvas, watercolors, pastels, brushes, pencils, sketchbooks, and drawing boards.

**May I leave my work out to dry?**
You may leave your work out to dry on the floor near the cabinets if you leave a note with your name, phone number, email address, and time left out. You must pick it up within 24 hours. You retain all responsibility for your work, as the College cannot guarantee its maintenance or security.

**Clean-up**
You must protect all surfaces with the newspaper and drop cloths provided, and clean up after yourself. Should clean-up become a problem, accessibility to the Freshman Arts Room may be limited.

Please keep food in the main Holworthy common room next door.

*Users of this space are expected to adhere to all guidelines regarding fairness, tolerance, and proper conduct as outlined in the Harvard College Handbook for Students. Abuse of any of these guidelines will result in changes to art room availability and privileges.*

**The most important rules? Make art, keep the room nice, and have fun!**