



STYLING CLOSET GUIDELINES

Spring / Summer / Fall 2018

625 Polk, Room 206

Flore Morton, Assistant Director - Styling
Danielle Rueda, Styling Staff Photographer • DRueda@academyart.edu

POLICIES:

- For FSH 184, FSH 280, and FSH 391, a student can check out a maximum of ten (10) items each.
- Items are due as follows:

PICK-UP	RETURN
MONDAY	THURSDAY
TUESDAY	FRIDAY
WEDNESDAY	MONDAY
THURSDAY	MONDAY
FRIDAY	TUESDAY

- A schedule will be posted on the door of 206 outlining dates and times the Styling Closet will be open. The Styling Closet will not be opened outside of scheduled hours. Please plan accordingly.
- If the closet is not open on the day your items are due, return items on the closest date that the closet is open.
- Students are responsible for returning the garments and accessories they checked out on time, themselves/in person, and undamaged.
- No partial returns.
- Garments and most accessories are tagged with barcodes. Barcodes should not be removed and should be attached to the garment when returned. Failure to return a garment with barcode attached will result in a \$5.00 fine to your student self-service account.
- You need to come in person with your Student ID card in order to check out items from the closet. No Student ID, no check out/pick up. You may not have another person make pick ups or returns for you.

- If you would like to view the closet inventory outside of Styling Closet hours visit our **Pinterest account: www.pinterest.com/aaustylingcloset**
- Students will be helped on a first come, first served basis. Only 5 students are allowed in the Styling Closet at any time.
- Students who are late to class due to closet checkout or return will still be held accountable for their attendance. Please plan accordingly.
- The privilege of checking out garments and accessories from the Styling Closet will expire at the end of each semester.
- All garments and accessories need to be returned by the end of Module 14 (Module 9 in Summer semesters).
- The Styling Closet does not provide garment bags/hangers/bags. Please bring your own if you need to transport items.
- When items are returned, the Styling Closet team has 48 hours to report back on any garments that were ripped, torn, or damaged.
- Students will not be held responsible for pre-existing damage.
- Students will be charged a cleaning fee for any stains including but not limited to: mud, sand, grass, drinks, make-up, sweat stains, and smell.
- Students should not use items for personal purposes - the items in the closet are for portfolio and school-related projects.

ITEM RESERVATIONS:

- You may reserve items from the closet up to three weeks in advance. Reservation requests must be at least 4 days before pick up date.
- All reservations should be made via **<http://bit.ly/aaustylingreservation>**.
- All standard policies apply for reserved items.

PENALTIES FOR LATE RETURNS AND VIOLATIONS:

- 1st time late from Module 1 – Module 10: student will be banned from the Styling Closet for 1 month. (2 weeks in Summer semesters)
- 2nd time late from Module 1 – Module 10: student will be banned from the Styling Closet until the end of the semester.
- Late returns from Module 11 – Module 14: student will be charged an automatic \$20.00 penalty per item.
- Late returns after the end of the semester will result in an automatic \$100.00 penalty

applied to your Student Self Service account. Student will be banned from the Styling Closet for the rest of their academic career.

FAILURE TO PICK UP OR RETURN ITEMS:

- Students that fail to pick up or return reserved items will no longer be able to reserve items.
- Items that are not picked up on date of reservation will be immediately returned to closet inventory.

LOSS:

- Students who lose garments will be banned from the Styling Closet for their entire academic career.
- Students will be charged for replacement of item(s) lost + a penalty fee of \$100.00. Fees are charged to the student's Self Service account.

STYLING CLOSET AGREEMENT FORM:

- In the first two modules of the semester, students need to bring the Styling Closet Agreement form filled out and signed to Room 206 or their instructor.
- Students need to bring their current Student ID with ID numbers clearly visible.
- Students are granted access to the Styling Closet based on the Styling class they are currently enrolled in and if they are a Styling major.
Courses that grant access to the Styling Closet: FSH 184, FSH 280, FSH 284, FSH 384, FSH 391, FSH 629, FSH 484, and FSH 478.

For any questions/concerns, contact Danielle Rueda, Styling Staff Photographer:

DRueda@academyart.edu

Students will receive an answer within 48 hours.



FASHION
STYLING

STYLING CLOSET AGREEMENT FORM

625 Polk, Room 206

please print

STUDENT ID NUMBER: _____

NAME: _____

EMAIL: _____

DATE: _____

CURRENT STYLING COURSE: _____

SEMESTER: _____

As a student of the Academy of Art University, I sign this liability form knowing that I can be held responsible for garments and accessories that I damage or lose. I have read and understand the policies outlined in the Styling Closet Guidelines, and agree to sign below.

STUDENT SIGNATURE: _____