Appendix No.1 to Order No. 141-OPI
On approval of the "Regulations for visiting the Workshop area in the Atelier premises at GES-2 House of Culture"

Moscow
2026

AGREED
Head of Public Programmes Department
_____/ V. K. Krasnoselskaia
"27" February 2026

APPROVED
General Director
_____/ A. E. Bondarevskiy
"27" February 2026

Regulations for visiting the Workshop area in the Atelier premises at GES-2 House of Culture

The Workshop working hours: Monday through Sunday, from 13:00 to 20:00.

Breaks: from 15:00 to 15:30 and from 17:30 to 18:00. The Workshop is closed on the first and third Monday of each month.

Access to the Workshop may be restricted when holding special events.

General information

1. The present Regulations have been approved with the purpose of ensuring comfortable and safe conditions of staying in the Workshop and are mandatory for all visitors. The fact of visiting the Workshop means the visitor's agreement with the Regulations. In the event of disagreement with any of its provisions, it is necessary to abstain from visiting the Workshop or to leave it.

2. The Workshop area is meant for visiting by children as well as adults (hereinafter, Visitor/Visitors) with the purpose of getting familiarised with the craftsmanship techniques of working with wood, fabric, paper, clay, and other materials (hereinafter, classes/events).

3. The functioning of the Workshop is ensured by the employees of the Atelier (hereinafter, Facilitators), whose work tasks are consulting visitors on functional features of using the existing equipment and materials of the Workshop, briefing visitors on their safe use, as well as ensuring compliance with the Regulations. Guest masters are invited for separate events, who have the know-how and the experience of work with certain materials and equipment.

4. The present Regulations, as well as changes in working hours of the Workshop, are published on the website of GES-2 House of Culture (hereinafter, the Institution), https://ges-2.org/atelier.

5. Should you wish to familiarise yourself with the present Regulations, they are available on the website or upon a direct request to a Facilitator. Everything that is not covered in the present Regulations is regulated by the Visiting Regulations of GES-2 House of Culture.

6. Parents, legal representatives and/or adult accompanying persons who accompany the child (hereinafter, Parents / Accompanying Persons) have to ensure that the child understands all the rules and are responsible for the child's compliance with the rules.

7. Parents / Accompanying Persons are obliged to independently ensure supervision over the child for the entire duration of visiting the Workshop, and, if necessary, adjust the child's behaviour to avoid injuries and harm to the health of the child and that of other Visitors of the Workshop.

8. Visiting the Workshop (including entering the Workshop) is only possible upon registration and after filling out and signing the consent form. The consent form is valid for one day and needs to be signed again upon each subsequent visit.

Age-specific visit requirements

1. Children from 3 to 14 years old are allowed in the Workshop only if accompanied by a Parent / Accompanying Person.

2. Teenagers over 14 can be in the Workshop unaccompanied by a Parent / Accompanying Person.

3. As specified in the schedule, certain events allow a child under 14 to be in the Workshop unaccompanied by a Parent / Accompanying Person under the condition that the latter provides a written consent for the visit in a format approved by the Institution. If the Parent / Accompanying Person refuses to provide a consent for the visit or does not fully fill out the form, the Facilitator cannot allow the child to enter the Workshop.

Maintaining cleanliness and hygiene

1. It is not allowed to bring food to the Workshop.

2. It is not recommended to bring toys, money, valuable belongings, as well as objects that might cause an injury.

3. When moving from the Workshop to the Playground we kindly ask visitors to remove their shoes and to wash their hands after working with art materials.

4. It is not allowed to move art materials and/or equipment from the Workshop to the Playground.

5. It is not allowed to be in the Workshop wearing dirty, staining clothes, as well as clothes with a strong smell.

6. The visitor is obliged to clean up his/her workspace upon completion of its use, clean the tools and return them to the places where they were taken from.

Using materials/equipment at classes/events

1. Classes/events in the Workshop area are held using materials and equipment provided by The Institution.

2. Working with certain types of equipment (power tools and/or tools kept in closed storage) poses a hazard and may only be carried out under the supervision of the Facilitator and solely after getting familiarised with the rules of its safe use.

3. To work with certain types of equipment and materials, it is necessary to use an apron, safety glasses, and a mask provided by the Facilitator.

4. Visitors are not allowed to take away materials and/or equipment from the Workshop.

5. While using the equipment, the Visitor is forbidden from:
→troubleshooting and repairing the equipment on his/her own;
→misusing the equipment;
→moving equipment without the Facilitator's permission.

6. Artworks created in the Workshop need to be taken away. Storing finished artworks in the Workshop is not provided, except for the cases mentioned in article 9.

7. In the event that a malfunction of any equipment is detected, the Visitor has to immediately inform the Facilitator of that fact.

8. When working in the Clay area, the Visitor has the right to leave an artwork for further firing, only if it was created together with a guest master. One Visitor can leave only one artwork no larger than 15 cm * 15 cm * 15 cm. The artwork accepted for further firing needs to have a GES-2 Atelier stamp on it, applied by an employee of the Atelier. Firing artworks made of clay may take from 2 to 4 weeks. To specify whether an artwork is ready, you need to write an e-mail to atelier@v-a-c.org, and it is obligatory to send a photograph of the artwork in question in the attachment. The Facilitator has the right not to give the fired artwork to the Visitor without the Visitor presenting a photograph of the artwork.

9. Artworks having undergone firing are stored for 1 **month** after the firing. We cannot guarantee their safekeeping beyond this period.

Safety

1. The Visitors are asked to be mindful of their own health and the health of the child, and if one is feeling unwell while being in the Workshop, to immediately inform The Facilitator of that fact. In the event that a Visitor has obvious symptoms of cold and/or infectious diseases, The Facilitator cannot allow this Visitor to enter the Workshop. In the event that an underage Visitor sustains an injury, the Facilitator provides the Parent / Accompanying Person with a medical kit, and, if necessary, helps call the ambulance.

2. Visitors are forbidden from aggressive or destructive behaviour towards other visitors, as well as materials, furniture, and equipment. In the event of violation of this rule, the Facilitator has the right to ask the perpetrator to leave the space and/or involve security guards.

3. In the Workshop, it is forbidden to use any insulting remarks about other Visitors, as well as negative value judgements on the artworks created by other Visitors.

4. In the event of a fire alarm activation, it is necessary to leave the building strictly following the instructions of the Facilitator.

5. The Facilitator and/or The Institution are not liable for personal belongings left unsupervised.

6. It is not allowed to be in your outerwear in the Workshop. Outerwear and outsized personal belongings need to be left at the cloakroom and/or locker before the visit. Leaving personal belongings to be stored at the Workshop is forbidden.

7. It is not allowed to bring objects that can cause an allergic reaction, such as bouquets of flowers, paints with a pungent smell, objects with dust/particles falling off them, etc. to the Workshop.

Exemption clauses

1. The Facilitator and/or The Institution are not liable for any negative consequences arising from the Visitor's non-compliance with the present Regulations.

2. The Facilitator and/or The Institution rely on the accuracy of the information provided by the Visitor that concern the age, health status, as well as other information, and no special verification of said information is carried out.

3. The Facilitator and/or The Institution are not liable for the damage inflicted on the life, health, and/or property of the Visitor if this damage arose from improper fulfilment of the provisions of the present Regulations.