

10. OTHER SERVICES & FACILITIES

ENVIRONMENTAL HEALTH & SAFETY MANAGEMENT

OFFICE	
LOCATION	Steuben Hall, 1st floor
PHONE	(718) 399-4250
E-MAIL	facilities@pratt.edu

GUIDING PRINCIPLES

OUR MISSION

Develop a multidisciplinary means to identify and assess potential hazards, prevent unsafe acts and conditions, maintain and improve employee health, through facility and curriculum self audits and foster communication on health and safety issues.

OUR CHARTER

- To provide assistance to Institute faculty, staff and students in selecting those chemical products that can be manufactured, transported, used, stored, and disposed of safely.
- To make health, safety, the environment and resource conservation critical considerations for all new and existing products and processes.
- To provide information on potential health or environmental risks presented when using certain art related materials or processes. We recommend and provide engineering controls and pursue protective measures for employees, the public and other key stakeholders.
- To operate our facilities in a manner that protects the environment and the health and safety of our employees and the public.

- To support education and research on the health, safety and environmental effects of our products and processes.
- To work with others to resolve problems associated with past handling and disposal practices.
- To lead in the development of responsible operating practices and procedures that safeguards the community, workplace and environment.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. What should I know about handling and disposing of hazardous materials?

A. Be aware of what you're dealing with before you start using it or start working in an area where a hazardous material is being used or stored. Reading and using safety suggestions that are provided will help you understand the consequences of improper handling, use, storage and disposal practices, and help you recognize situations or conditions that may have the potential for immediate or long-term adverse health effects. Policies and best practices are summarized as follows:

- No smoking in buildings, residence halls (unless otherwise designated) or on fire escapes.
- No turpentine or turpentine-based products; it is a banned material.
- DO NOT spray aerosol cans in the Shop. Spray only in appropriately ventilated spray booths.

You should, in addition, refer to the chemical manufacturer's Material Safety Data Sheet (MSDS), the "Pratt Institute Waste Disposal Guide," and the policies and procedures published in the "Student - Using Art Materials Safely Handbook." Highlights include:

- Wherever possible, RECYCLE or RECOVER.
- Select Non Toxic or less toxic art related products
- DISPOSE of process residuals and waste according to the Pratt Institute Waste Disposal Guide.
- Use Environmental Stations to dispose of, or recycle, waste. [Find out the locations of the closest Hazardous Waste Container and Brush Cleaning Station]
- Depositing hazardous waste into a receptacle for non-hazardous waste may potentially CONTAMINATE the entire contents so that it becomes regulated waste requiring proper disposal, regardless of the amount deposited – it is also illegal and costly.
- Improper disposal of trash regulated material as violates Pratt waste disposal policies. Offenders are subject to Institute disciplinary actions, as well as potential civil and criminal penalties by Federal, State and City authorities.

For more information, or if you require assistance contact the Environmental, Health and Safety Director.

Steuben Hall 718-399-4250

OFFICE EXHIBITIONS**LOCATION** Pratt Manhattan Gallery, 2nd Floor, 144 West 14th St**PHONE** (212) 647-7778**HOURS** Tuesday – Saturday, 11 – 6 (new hours as of October 2006)**LOCATION** Schafler Gallery, Chemistry Bldg., Brooklyn**PHONE** (718) 636-3517**HOURS** Monday-Friday 9-5**MISSION, OVERVIEW, SUMMARY**

Exhibitions runs separate programs in its two galleries: Pratt Manhattan Gallery presents mostly independently curated exhibitions of contemporary art, design and architecture; the Schafler Gallery shows mostly student, faculty and alumni work. The Exhibitions Department has other policies and procedures regarding acquisitions to the Permanent Collection, insurance and sales, the selection of shows, the Exhibitions Committee, and the use of the galleries by other departments.

SPECIFICS*FAQ, Issue, First contact, Best contact***Q. What is the focus of exhibitions held at the Pratt Manhattan gallery?****A.** The Pratt Manhattan Exhibitions program:

1. seeks to illuminate and interpret significant topics in contemporary fine arts, design, architecture and planning. Exhibitions will also foster understanding of the historical evolution of these fields and participate in the discourse about their future directions.
2. favors cross-disciplinary topics that reveal how ideas and issues affect our lives from many different perspectives. Curators should feel free to be exploratory and re-define fields.
3. considers new definitions of the idea of quality outside the confines of aesthetic judgment.
4. reflects the diversity of New York with regard to exhibition participants and the range of opinions, esthetic positions and cultural outlooks represented.
5. offers the opportunity to address significant questions of our time and place, and recognizes that works of art, architecture and design exist within a socio-political context.

6. views the process of curating an exhibition and designing an installation as inherently creative and interpretive.
7. enriches the educational experience of Pratt students not only through the content of exhibitions but also by offering appropriate opportunities for teaching, curating and exhibit design through courses and internships.

Q. What are the goals of the Schafler Gallery exhibitions program?

A. The Schafler Gallery shows mostly student, faculty and alumni work, with the following goals:

1. providing the students, faculty, and alumni of Pratt Institute with an exhibition space, which in turn serves the needs of the Institute
2. enabling students to gain the practical experience and creative enrichment that comes from exhibiting their work in a professional gallery setting
3. reflecting the diversity of Pratt Institute with regard to exhibition participants and the range of opinions, esthetic positions and cultural outlooks within the Pratt Community
4. promoting the art and design work of students and faculty to the greater public to aid in the advancement of admissions and fundraising
5. viewing the process of curating an exhibition and designing an installation as inherently creative and interpretive
6. enriching the educational experience of Pratt students not only through the content of exhibitions but also by offering appropriate opportunities for teaching, curating and exhibit design through courses and internships.

OFFICE **PRATTSTORE**
LOCATION 550 Myrtle Avenue
PHONE (718) 789-1105
HOURS 8:30 am - 7:00 pm Monday-Friday
 10:00 am - 6:00 pm Saturday
 12:00 am - 5:00 pm Sunday
EMAIL bookstore@pratt.edu
URL www.prattstore.com

MISSION/OVERVIEW/SUMMARY

The Prattstore is responsible for stocking and selling the supplies that faculty and students need to meet the demands of their academic program. In addition to textbooks, the store offers for sale a wide selection of campus clothing and supplies. Items that we do not carry we will special order.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. How and when do I order textbooks for my classes?

A. Ordering books for courses can be done online from the Web Advisor for Faculty page, using the “Course Book Information Request Form.” Filling out the form and submitting it online speeds up the process and provides an accurate, complete record for the textbook request. By using the online version of the Course Request Form, you can order course required or recommended books anytime that is convenient for you, not just when the store is open. In addition, you will receive notification that your request has been received and processed.

The schedule for ordering books for the various semesters are as follows:

- Summer I & II - April 15
- Fall Semester - May 1
- Spring Semester - November 15

Ordering early allows us to look for used copies and provides a better opportunity for students to sell their books back to the store at the end of the semester. Ordering early also improves our ability to get the correct book for the class in time for the start of the semester.

Q. Can you supply materials for my course, other than the textbook?

A. The Prattstore will stock, where possible, materials other than textbooks that you deem necessary for your course. We carry a wide variety of art supplies and raw

materials, from canvas to steel, and welcome suggestions for items your students need. The Prattstore also offers, when possible, environmentally safe alternative materials and is looking for suggestions and recommendations on other alternative products.

Q. I'm late turning in my textbook request. What should I worry about?

A. Late Course Book Request Forms continue to be a problem for the store. Because the forms are late in arriving store, there is a greater likelihood that books will not be on the shelf in time for the start of classes. Also, the later the order is received the more likely that the book will be out-of-stock at the publisher and therefore, unavailable to the students. The store is ready, willing and able to help faculty with their textbook requirements. All we ask is that you start the process early enough that any problems that do arise will have time to be solved.

Q. What other services or activities does Prattstore offer?

A. We have 15,000 square feet of space and hope to use it to showcase the work of Pratt alumni and faculty. We're currently carrying books by faculty and alumni including novels, children's books, graphic novels, and comic books, and would welcome requests to stock more titles. On the store's mezzanine level there is a performance space available for lectures, author signings, and wall displays of art. A growing number of exhibitions are also being held at Prattstore.

ATHLETICS

LOCATION	ARC Upper level
PHONE	(718) 636-3773
LOCATION/TELEPHONE	ARC Upper level; (718) 636-3773 Equipment Desk: ARC Upper level; (718) 636-3774
PHONE	(718) 636-3774
HOURS	Please call
EMAIL	athletics@pratt.edu
URL	www.pratt.edu/athletics/

MISSION, OVERVIEW, SUMMARY

The Activity Resource Center, built in 1975, is the home of athletic activities at Pratt. Its 325-by-130-foot athletic area is one of the largest clear-span spaces in the city.

There are six multi-purpose athletic courts with synthetic floor surfaces that can be used interchangeably for tennis, basketball, and volleyball. There are also locker room facilities, an indoor track, weight room, dance studio, and men's and women's saunas.

Special event bleacher seating is available for 5,000 people. A four lane, 200-meter track encircles the athletic courts. The mezzanine level contains a weight room and dance/exercise studios. There are full locker room facilities with saunas for men and women. Current recreational programs include basketball, tennis, volleyball, weight lifting, and track.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. What types of athletics does Pratt participate in?

A. A variety of intramural sports are offered, from Coed Nerf Football to our Tennis, Table Tennis & Badminton Triathlon. The students also participate in Club Soccer and our "Pratt Fitness Challenge". Pratt also fields varsity athletic teams in a successful Division III intercollegiate program of men's basketball, women's volleyball, and men's and women's cross country, indoor & outdoor track, soccer, and tennis.

Q. Who can use the athletic facilities?

A. Students, faculty, and staff with a current Pratt ID card have full access to the facility. Athletic and community events are scheduled in the ARC so check at the desk or call to make sure the area or equipment you want to use is available. Additionally, guest can use the facility after paying a one day \$8.00 guest fee.

Lockers can be rented by semester or for the entire academic year. Fees are as follows:

	ACADEMIC YEAR	FALL	SPRING	SUMMER
	SEP 7-MAY 3	SEP 7-DEC 23	JAN 10-MAY 3	JUN 4-AUG 14
FACULTY/STAFF	\$35	\$15	\$15	\$7
STUDENTS	\$10	\$8	\$8	\$4
ALUMNI/COMMUTER	\$35	\$18/six months		

Q. What other athletic facilities are available?

A. The McBurney YMCA at 125 West 14th St. offers discounts on membership (20% off) and initiation (50% off) with valid Pratt ID. Adult membership, normally \$79/month, is \$63.20/month, and the initiation fee of \$125 is discounted to \$62.50. The McBurney YMCA can be reached at (212) 741-9210; <http://www.ymcanyc.org>

COPY CENTER

LOCATION	Main Building, Lower Level
PRIMARY CONTACT	Shirlene Fuentes, Manager
HOURS	8:30 am - 4:30 pm Monday-Friday 8:30 am - 3:30 pm Monday-Friday (Summer)
PHONE	(718) 636-3691
EMAIL	ccenter@pratt.edu

MISSION, OVERVIEW, SUMMARY

The Copy Center provides a full suite of copy, cutting, and binding services. Copies can be reproduced from original hard copy, CD or electronically via e-mail in PDF format.

The Copy Center also produces course packs and other types of instructional material as required by departments and/or faculty. These types of jobs require advance notification and Chairperson approval due to production time, quantity, job specifications, and distribution of material.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. Who is responsible for securing copyright clearance on materials reproduced for use in my classes?

A. Faculty members are responsible for obtaining proper copyright clearance for all materials submitted for duplication.

Q. Does the Copy Center accept outside jobs?

A. Jobs not related to the Institute are accepted and produced at rates comparable with other copy services.

LOCATION **CULINART DINING SERVICES**

PHONE North Hall, lower level

EMAIL (718) 636-3477
catering@pratt.edu

OVERVIEW

Food Services is located in the lower level of North Hall and the Main buildings. Access is by way of the main entrance by the main gate, the first floor of North Hall and through the lower level of the Main Building. Here, you will find the PI Shop (which is the Main Cafeteria), the Gallery Café, a Private Faculty Dining/Conference Room and the Faculty Lunchroom, where you can enjoy meals and discussions with fellow faculty and staff. Food Services caters to a variety of different tastes, including vegetarian and vegan.

FACULTY LUNCHROOM

The Pratt Faculty Lunchroom is located near the PI Shop or main cafeteria in the lower level of North Hall. The closest entrance is the one located near the main gate at the Willoughby Avenue entrance to the Brooklyn campus.

PRIVATE FACULTY DINING/CONFERENCE ROOM

The Private Faculty Dining/Conference Room is available for meetings. Please reserve the room in advance by calling 718.636.3477 or by email: catering@pratt.edu. If you need any audio/visual support, call Multi-Media at 718.636.4356.

GALLERY CAFÉ

The Gallery Café serves gourmet coffees/teas, frozen yogurt, pastries, pizzas and Italian fare.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. Which is the PI Shop and why is it spelled that way?

A. The PI Shop is the main cafeteria. P.I. stands for Pratt Institute. Please disregard the following myths:

- that the PI shop is actually the Gallery Café and that pi is a misspelling of “pie,” as in pizza pie which is served there;
- that the establishment was named by students of the now-defunct School of Engineering, in reference to the constant, pi, which is the ratio of the circumference to the diameter of a circle.

SOVEREIGN COMMUNITY BANK

LOCATION 2nd floor of North Hall (above the dining rooms)

HOURS Varies; please inquire directly.

PHONE (718) 636-3886

SPECIFICS Pratt checks may be cashed here