

### ASSIGNMENT CRITERIA:

1. Priority is given to MFA students because the number of spaces is limited. Submitting an application does not assure you of a studio space.
2. Studio spaces are **guaranteed for 5 semesters ONLY**.
3. Move requests will only be accepted **ONCE** during your 5-6 semester term.
4. Full time enrollment is required except for students who have only their final thesis project to complete.
5. Studio space must be used for significant production and the Graduate Coordinator and/or will make periodic inspections to assure the space is being properly used.
6. Occupants must work in the studio 24 hours per week and post at least 12 of those hours on their studio door.

### FOR THE HEALTH AND SAFETY OF EVERYONE WORKING IN THE STUDIOS:

1. **DO NOT** store any materials in the hallways, under sinks or on top of flammable cabinets. All of your materials, except flammables, must be stored in your studio.
2. **DO NOT** block the access to fire extinguishers. Maintain a 3' clear space around all fire fighting equipment and extinguishers.
3. **DO NOT** block the access to doors.
4. **DO NOT** hang or attach anything to the lights, ceilings or utility lines.
5. **DO NOT** block the access to telephones within the facility.
6. ALTERING SPACE, such as the construction of temporary walls, shelves, etc., may be done **ONLY WITH THE APPROVAL** of the Graduate Studio Coordinator in writing.
7. **KEYS:** State keys issued to students **MAY NOT** be duplicated for any reason.
8. **LOST KEYS MUST** be reported immediately to the Studio Coordinator for re-issue and payment of the replacement key fine of \$10.00.
9. **PADLOCKS:** It is mandatory that you use the University Locksmith padlocks for all required spaces.
9. Studio spaces **MAY NOT** be used as a living space.
10. State law does not allow pets and animals in any state facility except seeing eye dogs.

### Hazardous and Flammable Materials

1. Do not store flammable materials in your studio. A flammable cabinet is provided for the storage of these materials.
2. Your name must be on all materials stored in the flammables cabinet. Any items found unlabeled will be disposed of.
3. All containers must be labeled as to their contents.
4. All spray cans must be disposed of in the receptacle provided.
5. All surplus hazardous products (any item that requires an MSDS sheet) and flammable liquids must be disposed of in the hazardous waste bins provided. If you are unsure of the procedure for disposal or are unsure how to handle a material contact the facilities coordinator at 924-4357.
6. MSDS sheets must be on file in the facility and with the department in Art 116 for all materials in the studios. A binder for this purpose is provided in each studio. Write your name at the top of each MSDS sheet. When you move out of your studio or remove the product from your studio please remove the MSDS from the binder.
7. **DO NOT** store any hazardous materials above the sinks.
8. **DO NOT** dispose of any hazardous materials down the sink or in trashcans.

### Electrical appliances

The following are not allowed in graduate studios: Non-grounded extension cords, hot plates, portable electric heaters, heat lamps.

## Use of State Property

Graduate studio spaces are unfurnished. If you need to use a chair, table, easel, or other piece of classroom furniture belonging to the university these must be signed out to you by the graduate studio coordinator. Do not move school furniture into your studio until approved by the graduate studio coordinator. When you check out of your studio all furniture must be returned to the room it came from.

## Security

- a. After Hours Passes- you are required to have a current afterhours pass.
- b. Building Entry doors should **NEVER** be propped open.
- c. Windows should be closed and locked when you leave.
- d. Report any problems with the facilities to:
  - IN AN EMERGENCY CALL 911
  - Non-emergency - evenings (408) 924.4222
  - **ALL Buildings:** Elizabeth Quintana – Studio Coordinator (408) 924.4357
  - **Industrial Studies Building:** Timothy Straubing – Tech Ceramics (408)924.4684
  - **Foundry Building:** Steven Davis – Tech Foundry (408) 924.7235
  - **Graduate Coordinator:** Robert Chiarito - Graduate Coordinator (408) 924.4345

## Studio Check Out:

At the end of your 5-6 semester term, you will be required to be completely moved out by **JUNE 30<sup>TH</sup>**. NO EXCEPTIONS.

## Payment Terms

1. A \$100.00 deposit is required for each studio space. A studio with a padlock is \$150.00. The deposit is refundable for the studio if your studio is clean, the walls are patched and re-painted and all materials and furniture have been removed and properly disposed of when you vacate the studio. Any and all damage to the facility and costs related to returning it to its original condition is your responsibility.
2. To obtain reimbursement, you must return the key to the Key Lockshop. The Key Lockshop will give you a stamped return slip. You must bring the slip back to the Graduate Studio Coordinator with an updated address. At this time, a reimbursement will be processed. (approximately 15 business days) The check will be mailed to the address given.
3. Any deposits/checks that are returned for insufficient funds will result in additional fees. You will be charged a \$10.00 bank fee and the cost of the deposit. This will result in eviction from your studio.

**The penalty for violation of these policies will result in the loss of your studio space and/or loss of your deposit.**

SJSU ID#: \_\_\_\_\_

MA  MFA Concentration: \_\_\_\_\_ Projected Graduation Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

By signing below I agree to the above stated conditions for the use of studio space.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature & Date

**FIRST ASSIGNMENT:**

\_\_\_\_\_  
Studio Assignment

\_\_\_\_\_  
Date

**SECOND ASSIGNMENT:**

\_\_\_\_\_  
Studio Assignment

\_\_\_\_\_  
Date