

Graduate Studio Facility Policy-Studio Occupant Contract

Please review the studio usage policy and sign on the second page. You are responsible for the terms of the contract.

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. Full time enrollment is required except for students who have only their final thesis project to complete.
3. Studio space must be used for significant production and the Graduate Coordinator will make periodic inspections to assure the space is being properly used.
- 4, **Studio occupants must work in the studio 24 hours per week and post at least 12 of those hours on their studio door, and the 24-hour schedule submitted to the Graduate Office.**
4. A \$100. deposit is required for each studio space. The deposit is refundable 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.

Terms of Use

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. State keys issued to students may not be duplicated for any reason.
8. If you choose to padlock your space you must use only the locks provided by the University Locksmith, these may be checked out in the storeroom for a \$45 deposit.
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 125 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 Coordinator. Do not move school furniture into your studio until approved by the graduate 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 after hours pass.
- a. Building Entry doors should never be propped open.
- b. Windows should be closed and locked when you leave.
- c. Report any problems with the facilities to:
 1. IN AN EMERGENCY CALL 911
 2. Non-emergency - evenings (92)4.4222
 3. Steve Carlson – Facilities Coordinator (92) 4.4357
 4. Shelby Smith – Tech Ceramics (92) 4.4684
 5. David Anderson – Tech Foundry (92) 4.7235
 6. Linda Walsh - Graduate Coordinator (92) 4.44345

Penalty for violation of these policies may result in the loss of your studio space and/or loss of your deposit.

Name _____ Signature _____ Date _____