

ASSIGNMENT CRITERIA:

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

**Please note, studio spaces are not designated until the first day of the semester.
There is a long delay in processing and it may take up to one month after the
semester begins to get access to an assigned studio.**

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 materials, except flammables, must be stored in the studio.
2. **ALL CONTAINERS** with chemicals, paints, solvents, etc. must be labeled properly with content information.
3. **DO NOT** block the access to fire extinguishers. Maintain a 3 foot clear space around all fire fighting equipment and extinguishers.
4. **DO NOT** block the access to doors.
5. **DO NOT** hang or attach anything to the lights, ceilings, windows or utility lines.
6. **DO NOT** block the access to telephones within the facility.
7. **ALTERING SPACE**, such as the construction of temporary walls, shelves, etc., may be done **ONLY WITH THE APPROVAL** of the Graduate Coordinator in writing.
8. **SJSU STUDIO KEYS** issued to students **MAY NOT** be duplicated for any reason.
9. **LOST KEYS MUST** be reported immediately to the Graduate Admin for re-issue and payment of the replacement key fine of \$10.00.
10. **UNIVERSITY PADLOCKS:** It is mandatory to 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.
11. **HEATERS** are not permitted
12. **EXTENSION CORDS** cannot be strung together to make longer cords. Nor can they be run underneath doors.
13. **HAZARDOUS FUME** causing paints, solvents, cleaners, powders, etc. cannot be used in the studios unless properly ventilated. There are designated spaces to use these items.

Hazardous and Flammable Materials

1. Do not store flammable materials in the studio. A flammable cabinet is provided for the storage of these materials.
2. Graduate Student's name must be on all materials stored in the flammables cabinet. **ALL** containers must be labeled properly with content information. 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. Contact the Department Technician at (408) 924-4357 if unsure how to dispose or handle a material.
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. Graduate Student's name must be written at the top of each MSDS sheet. The MSDS sheet must be remove from the binder if the Graduate Student moves out of their studio or removes the product from the studio.
7. **DO NOT** store any hazardous materials above the sinks.
8. **DO NOT** dispose of any hazardous materials down the sink or in trash cans.
9. **HAZARDOUS FUMES:** paints, solvents, cleaners, powders, etc. cannot be used in the studios unless properly ventilated. There are designated spaces to use these items.

Electrical appliances

The following are not allowed in the studio: Non-grounded extension cords, hot plates, portable electric heaters, heat lamps. DO NOT plug one extension cord into another extension cord. DO NOT run an extension cord from room to room, under doors or anything of the like.

Use of State Property

Studio spaces are unfurnished. If a university owned chair, table, easel, or other piece of classroom furniture is needed, the furniture must be signed out to the Graduate Student by the Graduate Admin. Do not move school furniture into the studio until approved by the Graduate Admin. All furniture must be returned to the room they originated from before checking out of the studio.

Security

1. After-Hours Passes – a current after-hours pass is required.
2. Building Entry doors are **NEVER** to be propped open.
3. Windows are to be closed and locked prior to leaving.
4. Report any problems with the facilities to:
 - a. For an **EMERGENCY CALL 911** or use a **BLUE LIGHT PHONE**
 - b. Non-emergency - evenings (408) 924-4222
 - c. **ALL Buildings:** Jordan Shepard – Department Technician (408) 924-4357 and Daphne Purisima – Department Analyst (408) 924-4324.
 - d. **Industrial Studies Building:** Timothy Straubing – Tech Glass/Ceramics (408) 924-4684
 - e. **Foundry Building:** Steven Davis – Tech Foundry (408) 924-7235
 - f. **Graduate Coordinator:** Shannon Wright – shannon.wright@sjsu.edu

STUDIO CHECKOUT:

At the end of the 5-6 semester term, it is required to be completely moved out by **JUNE 15TH (SUMMER) and January 5TH (WINTER)**. NO EXCEPTIONS.

The studio must be patched, painted, swept and mopped. All trash must be removed and properly disposed. Improper checkout will result in loss of the deposit.

Move Requests

All studio move requests must be coordinated with the Graduate Admin. All moves must take place by June 30th (summer) and January 5th (winter). Initial studio must be completely cleaned out as if checking out (instructions above). Improper checkout will result in loss of previous deposit and will incur an additional deposit for new space prior to keys being issued for the new studio.

PAYMENT TERMS:

1. A \$100.00 deposit is required for each studio space. A studio with a padlock is \$150.00.
2. Any deposits/checks that are returned for insufficient funds will result in an additional \$10.00 bank fee and the cost of the deposit. This will result in eviction from the studio.
3. The deposit is refundable if the studio completes an acceptable studio checkout (instructions above). Any costs related to returning the studio to its original condition is the responsibility of the Graduate Student.
4. To obtain the deposit reimbursement, all keys must be returned to the Key Lock Shop. The Key Lock Shop will provide a stamped return slip. Bring the stamped return slip back to the Graduate Coordinator with an updated address. The deposit reimbursement will be processed in approximately 15 business days. The check will be mailed to the address given.

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