

Student Studio Guidelines

- Studios are to be used as working spaces, not as a convenient place to store work and materials. Academic Services will reassign unused or misused studios to the next person on the waitlist.
- You may not have more than one studio space at MCAD. No exceptions.
- You may not give your studio space to someone else directly, there is a waiting list. Contact Academic Services. If you want to exchange studios with someone, contact Academic Services and we will make the change for you.
- Keep your label clearly posted in your studio at all times for safety and identification purposes.
- If you are assigned a key for your desk or locker by Academic Services, make sure to keep track of it. If you lose your key, you will be charged for a replacement. All keys must be turned in at the end of the year, before the Studio Cleanout deadline.
- Your studio space must remain open-do not construct walls or roofs, hang curtains or put up any kind of barrier. It is a fire hazard and will be removed.
- MCAD's No Smoking policy must be observed in all studios and throughout the College. Smoking is only permitted in designated smoking areas of the MCAD grounds. Absolutely no alcohol or illegal drugs are permitted in studios.
- Solvent-soaked rags must be washed out, wrung out in the parts washer and disposed of in the yellow "flammable material" cans. Close solvent containers and all liquid containers when not in use. Do not leave brushes in open jars of solvent or they will be dumped out.
- Use of spray cans or sanding tools of any kind is prohibited everywhere, except in the Spray Booths, where there is proper ventilation available. This includes: spray-mount, fixatives, aerosol lubricants, spray paint, orbital sanders, etc.
- Use of candles, hot plates, coffee makers and/or any other heating device in the studios are prohibited.
- Storage space on campus is limited-please manage your space wisely and respect your studio neighbors. Storage in studios is NOT available over the summer. If you are looking for storage, you may contact the Housing Department, where there are limited storage options available.
- Please respect your neighbors in the studios (i.e. no loud music, odors, messes; nor disrespect those around you). Loud noise and music will not be tolerated. Headphones are

required while others are working around you. Speak up if your fellow students are bothering you.

- The safe keeping of your artwork, materials and personal property is your own responsibility. You are responsible for noting end of the year Studio Cleanout deadlines and checking your email for important studio information, or you may be subject to Academic Services throwing out your stuff.
- Be aware of building regulations, the MCAD taxi service and emergency procedures. Try to use the "buddy system" and work in pairs after hours. Cooperate with Facilities and call Public Safety and 911 in the event of an emergency.
- Do not prop open doors. Locks are there for security reasons. If you leave doors open, you risk all of your and your fellow students' valuables. Do not block fire exits or fire doors. They need to remain accessible at all times, in accordance with MN Health and Safety and OSHA regulations.
- A student with a studio in a particular studio area must accompany any visitors to that studio space at all times. If you see anyone suspicious that you do not recognize wandering through studio areas (or any part of campus), ask them if they need help finding something or report it to Public Safety immediately. More than 90 percent of thefts involve occupants who were "just gone for a few moments." Do not leave your purse, laptop, wallets, camera, Media Center equipment or other valuables unattended for *any* amount of time.
- There are power strips in your studio. All electrical appliances, laptops, chargers, etc. must be plugged into a power strip, NOT an extension cord. If you are missing a power strip in your studio, contact Academic Services and they will find you a replacement.
- There are NO used or found upholstered furniture allowed in *any* MCAD building, due to bed bug concerns. For more on this policy, please see the Student Handbook.
- If you have burnt out light bulbs, broken furniture, a leak in your studio, or any other concern, contact Academic Services and they will make sure this problem is addressed promptly either by them, Facilities, or Public Safety.
- All MCAD rules and regulations stated in the MCAD Student Handbook and MCAD Student Safety Handbook also apply to your studios. You are responsible for adhering to these policies, which can be found on the MCAD Intranet, under Departments & Services.
- Withdrawing from studio classes? Dropping to part time or upping to full time? Don't need a studio space anymore? Let Academic Services know ASAP so your studio can be reassigned quickly and efficiently. There is always a long waitlist for studio space on campus!