

Student Studio Contract

I understand that my studio is a work space only, not a convenient storage area. I realize that Academic Services will reassign my studio if it is underused or misused, as there is a long waitlist for studio space.

In the event that I no longer require a studio, drop to part time status, or my studio needs change, I agree to inform Academic Services immediately. Studios may not be passed from student to student, they are assigned only by Academic Services.

I agree not to construct walls or roofs, hang curtains or put up any sort of barrier, as this may be a fire hazard.

I will abide by MCAD's No Smoking policy while in my studio and in the buildings. I understand that absolutely NO ALCOHOL OR DRUGS are allowed in the studios.

I agree to adhere to all studio guidelines, most importantly health & safety regulations. I will refer to my Student Handbook and Student Safety Handbook and abide by these policies.

I understand that no candles, hot plates, coffee makers, microwaves, hairdryers, space heaters or any other heating devices are allowed in the studios, as they are a fire hazard.

I agree to manage my space wisely, as storage space is limited. I agree to remove all pieces blocking doorways, hallways and floor space.

I agree to respect my neighbors (i.e. no loud music, odors, messes; nor disrespect those around me). And to use headphones while listening to music in the studios.

I agree not to prop open exit doors or security doors.

I take full responsibility of my own artwork, materials and personal property. I understand that MCAD, its staff and faculty are not responsible for lost or damaged property.

I agree to respond in a timely manner when Academic Services contacts me regarding my studio, whether it be by written note, phone or e-mail.

I understand that the studio move out date at the end of the year semester is non-negotiable. I understand that all items must be removed by the time and date set by Academic Services. I agree to send a third party in the event that I cannot remove the items myself. Or I may forfeit my things, and/or pay a fine for removal.

In signing this contract, I agree to follow all studio guidelines and to pay any necessary fines for loss or damage to MCAD property, and subsequently forfeit my studio immediately, should these rules be broken.

Print Name: _____ Date: _____

Signature: _____