

## MFA Student Studio Contract and Guidelines

I agree to socially distance 6 feet from others and to wear my mask at all times.

I understand that my studio is a work space only, not a storage area.

I agree not to construct walls or a roof, hang curtains or put up any sort of barrier within my studio, as this may obstruct evacuation routes or sprinkler heads, and is a fire hazard.

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

I agree to not bring in used or found upholstered furniture/items into *any* MCAD building, due to bed bug concerns. While there are tables, chairs, easels and cabinets available, students are also welcome to bring in their own non-upholstered furniture. For more on this policy please see the Student Handbook or contact Academic Services.

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

I agree to adhere to all studio guidelines and student health & safety regulations. I will refer to my Student Handbook and Student Safety Handbook and abide by these policies at all times.

I agree to manage my space wisely, as storage space is limited, and is used by my peers as well. I agree to remove all pieces blocking doorways, hallways, fire doors and floor space, and to keep all common areas, building hallways, and classrooms clear and looking nice at all times.

I agree to respect my neighbors in the studios i.e. no loud music, odors, to clean up my messes; nor disrespect those around me.

I agree not to prop open exit doors or security doors, or allow others into the building that I do not know, nor am expecting, and risk my and others' security. I understand that it is my responsibility to report any unrecognized suspicious persons in the MFA studios building to the MFA Studios Monitor and Public Safety immediately.

I understand that only power strips must be used for longer periods of time in the studios and gallery installations. Do not use extension cords in the studios. Insulated, grounded extension cords can be used in the gallery for temporary use (not more than a day). Power strips / extension cords are not to cross hallways, be attached to exposed pipes, light tracks or pose tripping hazards. MCAD must adhere to strict health and safety standards, and will remove any dangerous or unauthorized extension cords immediately.

I agree to take full responsibility of my own artwork, materials and personal property. I agree to remove my artwork from the Gallery and/or Project Spaces by the agreed upon deinstallation deadlines, and to respect critique schedules of my peers at all times, or my work may be removed by Academic Services staff and I may be fined for labor. I understand that MCAD, its staff and faculty are not responsible for lost or damaged property left unattended.

I agree not to install any artwork on the exterior of the MCAD Studios building or grounds without prior authorization, by filling out an MCAD/Mia Grounds Request form, which can be found on the Academic Services Intranet.

I agree to respond in a timely manner when Academic Services contacts me regarding my studio space, usually via email, and to cooperate with any requests made regarding my studio area or the MFA Studios building.

I understand that the Studio Move Out deadline for graduating MFA's at the end of the year is non-negotiable, and to abide by all summer maintenance schedules set by MCAD and Mia staff. I understand that all items must be removed by the time and date set by Academic Services. I agree to arrange 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 the cost of removal.

In signing this contract, I agree to follow all studio guidelines, to repair any damage made to the MFA Studios building in a timely manner, and to pay any necessary fines for loss or damage to MCAD property, and subsequently forfeit my studio immediately, in the event that the rules in this contract have been broken.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_