

Studio Contract and Guidelines

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.

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 understand that the Studio Move Out deadline 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 the cost of disposal.

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

I agree to keep my label clearly posted in my studio at all times for safety and identification purposes. Contact Academic Services if you would like a name change on your label.

I understand that if I am assigned a key for my desk or locker by Academic Services, I will make sure to keep track of it. If you lose your key, you will be charged for a replacement copy. All keys must be turned in at the end of the year, by the Studio Cleanout deadline.

I agree to respect my neighbors in the studios (i.e. NO loud music, odors, food or messes; nor disrespect those around you). Loud noise and music will not be tolerated. Speak up if your fellow students are bothering you, and communicate with your peers.

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

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

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

I agree not to prop open exit doors or security doors, and risk my and others' valuables.

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 adhere to all studio guidelines and health & safety regulations. I will refer to my Student Handbook and Student Safety Handbook and abide by all 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 understand that 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.

I understand that the use of spray cans or sanding tools or equipment of any kind is prohibited on campus, except in the Spray Booths or 3D shop areas, where there is proper ventilation available. This includes: spray-mount, fixatives, aerosol lubricants, spray paint and orbital sanders.

I understand that 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. For more information, please review the MCAD Extension Cord & Power Strip Usage Policy on the Occupational Health & Safety Intranet site, where all safety policies can be found.

I agree to not 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, or contact Academic Services.

I understand that if I have burnt out light bulbs, broken furniture, a leak in your studio, or any other concern, contact Academic Services immediately (do NOT assume that someone has already brought it to our attention) and we will make sure this problem is addressed promptly by AS, Facilities, or Public Safety.

I understand that 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.

I agree to 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.

I agree to accompany any visitors to that studio space at all times, as that student is the responsible party, having signed a studio contract. 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% of thefts involve occupants who were just gone for a few minutes. DO NOT leave your purse, laptop, wallet, camera, Media Center equipment or ANY other valuables unattended for ANY amount of time.

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.

By 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, in the event that these rules have been broken.

Print Name: _____ Date: _____

Signature: _____