

**MINNEAPOLIS
COLLEGE of ART and DESIGN**

- Studio Contract and Etiquette Guidelines -

The role of Exhibition and Studio Services is to cultivate and support the artistic wellness, knowledge, and capabilities of the MCAD community and campus.

_____By taking part in MCAD's Art Studio Program, The Exhibition and Studio Services Team is promising to abide by their mission statement and do their best to provide you the opportunity to create trust in your community, confidence in your advocacy, and momentum in your creative journey.

_____By signing this contract, I understand that in my studio space I adhere to rules, regulations, and expectations established by MCAD's Studio Contract and Etiquette Guidelines and the New Studio Welcome Packet.

_____All MCAD faculty and staff have the right to move any items that are at risk of or actively causing a safety hazard to the community in Studio spaces.

_____I will follow all deadlines including move out and move in dates-and uphold the responsibilities of being granted a summer work space including communication with ESS and Faculty.

_____I will uphold the Studio DO'S and DON'TS as listed below...

DO'S - IN STUDIO	DON'TS - IN STUDIO
<ul style="list-style-type: none">● Uphold Studio Core Values: Community, Confidence, and Creativity● Communicate with ESS about all studio needs, questions, and concerns● Use power tools in allocated work areas● Be respectful and communicate with neighbors● Keep studio label visible● Unplug ANYTHING not in use● Properly dispose of chemicals and solvent rags● Wear headphones when playing music or TV● Uphold buddy system and report unsafe, unnerving, and dangerous behavior● only use LED light bulbs	<ul style="list-style-type: none">● NO FLAMES● NO DUST● NO FUMES● NO WEAPONS● NO KITCHEN APPLIANCES● NO FOUND FURNITURE/MATTRESSES● Using tools IN STUDIO SPACE listed on the "DO NOT USE IN STUDIO" list● Giving studio away or losing locker keys● Smoking, Drugs, or Alcohol● Exceeding studio space● Blocking pathways, fire exits, doorways● Leaving cords plugged in!

_____I understand that Exhibition Studio Services can grant exceptions to the Studio Contract and Etiquette Guidelines on a requested and conditional basis from students directly.

_____I understand that if a signed Studio Contract and Etiquette Guidelines is broken, Exhibition & Studio Services will contact the student through email and physical notice. Upon receiving a notice, there will be instructions on how to proceed, this could include meeting with ESS team, Campus Safety, as well as other necessary staff to openly discuss best practices moving forward.

_____I understand failure to follow these policies and procedures will result in paying any necessary fines for loss or damage to MCAD property, and subsequently forfeit my studio immediately. I understand that these guidelines can be subject to revision, and I will stay up to date on any changes.

Print Name: _____ Date: _____

Signature: _____