

## SUMMER SHARED STORAGE AGREEMENT

Exhibition and Studio Services (ESS) is offering continuing students the ability to store large or oversized artwork from May 6th, 2024 to Sept 6th, 2024. However, MCAD is not a dedicated art storage facility. Storage is limited, and ESS will only store select pieces that staff deems appropriate. **ESS Staff reserves the right to determine what is considered “large and oversized” and they may decline my request at their discretion.**

*Please read this document carefully, initial each line, and sign and date the bottom of this agreement BEFORE submitting your work for storage.*

\_\_\_\_\_ I agree to clearly labeling my artwork with my full name and MCAD email address.

\_\_\_\_\_ I understand that the shared storage area will be available only during the Summer months; this is a community storage location and I will not have everyday access to my artwork throughout the summer.

\_\_\_\_\_ I understand the area will be subject to unsupervised student traffic and that MCAD is not responsible for damaged, lost, or stolen artwork.

\_\_\_\_\_ I understand space is very limited and available for large or oversized artworks only; no smaller artworks will be stored, nor will we store supplies, materials, or tools of any kind.

\_\_\_\_\_ I am responsible for retrieving all of my artwork by the **Friday, September 6th** deadline and understand that my artwork will not be stored past that date. This date is firm and there are no exceptions.

\_\_\_\_\_ I agree that if I am unavailable to retrieve my artwork I will make arrangements for someone to pick it up on my behalf.

\_\_\_\_\_ I understand that any of my artwork that remains unclaimed after the designated deadline will be discarded and I may be charged a \$50 fee for disposal.

\_\_\_\_\_ I understand that I must sign this contract and communicate with the ESS Staff which pieces I will be storing *BEFORE* placing any of my artwork in the shared storage area.

By signing this, I agree to abide by the above guidelines and instructions.

Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Name (Signature): \_\_\_\_\_

MCAD Email Address: \_\_\_\_\_

ESS Staff: \_\_\_\_\_