

Department of Art Studio Agreement Form

The Ohio State University

Name (print) _____ Student ID# _____

Studio Location _____ Phone # _____ E-mail _____

Privileges and responsibilities

Currently enrolled, full-time MFA students in the Department of Art are assigned a graduate studio space. These studios are a privilege, intended to enhance the student's course of study while enrolled in the MFA program and are provided solely for the production of artwork. Students are expected to use their studio in a responsible manner and for its intended purpose only.

All university rules regarding building occupancy and use apply. No activities are allowed that negatively affect the health and safety and/or the quality of the work environment and productivity of others in the same building. If assigned to a semi-private studio, your consideration of those students sharing the same space is especially imperative. Failure to comply with the principles and the guidelines below will lead to revoking studio privileges and may be considered as reason for dismissal from the MFA degree program.

Studio assignments

The Graduate Program Coordinator assigns individual studio spaces at the beginning of each autumn term. The Department of Art Chairperson will determine studio assignments according to availability, media compatibility, and student enrollment status.

In special circumstances studios may be reassigned during the academic year.

Copies of the MFA Studio Use Policy and Agreement will be distributed to all students who are assigned studios. This form constitutes an agreement on the part of the student to abide by the policy. As soon as the student returns their signed Studio Agreement Form to the Graduate Program Coordinator they will receive a key to their studio.

Security Deposit. Student shall deposit the sum of \$_____ as security for the costs of repairing damages beyond reasonable wear and tear to the studio space. The security deposit, or whatever part has not been applied in payment of any damages, will be returned to student, provided that student has provided a forwarding address, after graduation or upon departure from the MFA program. This provision does not waive right of the university to seek damages in excess of the security deposit.

Building hours and access

Graduate students have 24-hour access to their assigned studio. Students also have access to Art Department labs and workshops during normal university business hours. After hours studio technicians, faculty and/or departmental policy determine use of workshops and labs.

Revocation of studio privileges

1. Problems and/or complaints involving any abuse of graduate studio privileges and responsibilities are reported to the Graduate Program Coordinator who, in most situations, will attempt to resolve the issue directly with the graduate student or students involved.
2. Should the problems continue, then the Graduate Program Coordinator reports the complaint, in writing, for review by the Department of Art Chairperson and the student's major adviser. Following their review of the complaint, the Department Chair will notify the graduate student of any and all actions to be taken regarding the student's continued access to studio privileges within the Department of Art. This decision will be final and cannot be petitioned for further review.

Studio Space Policies and Responsibilities

1. Smoking is NOT permitted in university buildings.
2. Alcoholic beverages are not permitted in Department of Art facilities.
3. No pets, for the exception of service animals, animal materials, or dead animals are allowed in the building. Service animals must be on file and approved by the chair before they are allowed in a studio.
4. No additional doors, walls, or items blocking ventilation or fire protection/detection can be added. The Department Chairperson must approve any structural changes made to a studio. At NO time would a graduate student drill or attach anything to the window glass or aluminum window frame.
5. You will be financially responsible for repairs.
6. Departmental keys MUST NOT be duplicated.
7. The studio space must be returned to its original condition.

Handling and Storage of Flammable Materials

1. The student is responsible for acquainting themselves with ALL TOXIC AND HAZARDOUS MATERIALS relevant to their discipline or considered for use in any studios within the Art Building, including individual graduate studio space. Safe and appropriate use and storage of all materials in all studio spaces, and particularly in individual graduate studios, is the responsibility of the graduate student assigned to the studio space.
2. Solvents are to be stored in flammable storage cabinets.
3. Unlabeled materials used in the studio space are to be immediately labeled with contents and hazards (e.g. toxic, flammable, combustible).
4. Exit routes are to be kept clear at all times.
5. Violations of any of the above (1-4) will be handled on the spot (i.e. disposal of materials) for the protection of all concerned. Cost for replacement of such materials will be entirely the student's responsibility.

Electrical

1. Only U.L. listed appliances or equipment may be used. All equipment produced without a grounding wire or those not double insulated MUST be used with a grounding wire. Electrical equipment will never be used near sinks or water.
2. No electrical heaters, coffee pots, hot plates or other heat-producing appliances may be used. No fires or open flames are permitted. No piece of equipment may be wired from light fixtures or other electrical equipment; normal electrical outlets will be used at all times.
3. U.L. extension cords for low voltage applications must be of the same grade (thickness, # of wires) as the cord they are extending. Extension cords will not extend over ten feet. Overloading of extension cords is not allowed. No more than two extension cords per studio. Extension cords must be grounded and used only while attended.

General Department Policies

1. The Studio Agreement ends on May 31"after the student graduates.
2. Use of the studio space could be revoked if it is not used in accordance with departmental and/or university policies.

I understand that this space will be entered and inspected periodically throughout the year by University personnel without notice to me. The undersigned has read, understands, and agrees to the MFA program Studio Use Policy and will abide by it.

Graduate Student signature: _____
Date: _____