

OSU Department of Art Studio Agreement

Name _____

Phone _____

OSU Email _____

Assigned Studio _____

Privileges and Responsibilities

Currently enrolled, full-time MFA students in the Department of Art are assigned a semi-private or private graduate studio space. The department views these studios as a privilege, intended to enhance the student's course of study. Studios are provided solely to produce artwork. Students are expected to use their studio in a responsible manner and for the intended purpose only.

All university rules regarding building occupancy and use apply. No activities are allowed that negatively affect the health, 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 sharing the same space is imperative. Failure to comply with the principles and the guidelines below will lead to revoking studio privileges and may be considered grounds for dismissal from the MFA program.

Studio Assignments/Documentation

The Academic Program Coordinator assigns the individual studio spaces before the beginning of each Autumn term. The Department Chair will sign off on all assignments, taking into consideration space availability.

This form constitutes an agreement on the part of the student to abide by the policy. A copy of this form will be provided to the student. Studio keys will be issued once this form has been reviewed and signed by the student.

Security Deposit

Student shall deposit the sum of \$0.00 as security for the costs of repairing damages beyond reasonable wear and tear to the studio space. The security deposit, or whichever part has not been applied in payment of any damages, will be returned to the student, if the 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.

Studio Condition

Studio space must be returned to original condition. Photo documentation will be made at time of check-in. **All furniture/objects accumulated during a student's stay must be discarded properly outside of the building.** Items will not be permitted to remain in hallways or other spaces within the building. Walls and floors must be returned to original condition.

Studio Check-in Process

When issued a new studio, students will arrange a brief studio check-in with the Academic Program Coordinator. A photo will be taken to document the condition of the studio when it is handed over to the student. Student will review and sign agreement and official key slip.

Studio Check-Out Process

The Studio Agreement ends on May 31 after the student graduates. Studio check-outs must be completed by this deadline.

If special permission to graduate in Summer Term is granted, or if you have been hired as an associated faculty to teach a course this summer, student must vacate by July 31st.

The Academic Program Coordinator will remind students via email around the time of graduation to arrange a brief studio check-out. Photos from the check-in process will be used as a reference to assess the condition of the studio. The key will be returned at this time. Failure to arrange a studio check-out by the above-mentioned deadlines will result in a transcript and diploma hold on the student's academic record.

Building Hours and Access

Graduate students have 24 access to their assigned studio. Students also have access to Dept. of Art 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

Problems and/or complaints involving any abuse of graduate studio privileges and responsibilities are reported to the Academic Program Coordinator who, in most situations, will attempt to resolve the issue directly with the student or students involved.

Should the problems continue, the Academic Program Coordinator reports the complaint in writing for review by the Department Chair and the student's faculty advisor. Following their review of the complaint, the Department Chair will notify the student of any and all actions to be taken regarding the student's continued access to studio privileges. 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, animals, animal materials, or dead animals are allowed in the building (with the exception of guide animals for the visually impaired).
4. No additional doors, walls, or items blocking ventilation or fire protection/detection can be added. The Department Chair 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.

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 building, including individual graduate studio space. Safe and appropriate use and storage of all materials 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.

Signature

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

Student's Signature: _____

Date: _____