

SCHOOL OF ART
Undergraduate Student Studio / Key Agreement

Name _____

Class JR SR

Phone _____

Email _____

CFA DH Room # _____ Space # _____ Key # _____

Fall 2016 studio clear-out / key return deadline: December 16, 2016 (for graduating seniors and S'17 Study Abroad)

Spring 2017 studio clear-out / key return deadline: May 12, 2017

I agree to the following terms regarding studio and key use:

Studio Use:

1. Students may use **only** their assigned studio, with partitions (where applicable) as originally placed.
2. Students are expected to keep their belongings in check and to use their studio space in a socially responsible manner.
3. Students who want to exchange spaces must inform the Operations Manager (Cindy Lammert, CFA 306) and sign new contracts. Students must notify the Operations Manager if they want to vacate their studio so that it can be inspected and re-assigned.
4. Blatant disregard of the School of Art Studio Space Policy may result in loss of studio privilege.
5. Studio use is monitored on a regular basis. If there is evidence that a studio is not being used, it may be reassigned, or a student may be assigned to share it.
6. For health and safety reasons, FMS and Custodial Services must have access to studios at all times. Therefore, individual padlocks should not be affixed to doors. Only School of Art and university locks and keys are permitted for studio doors. If you are concerned about leaving valuables in your studio, they should be physically secured or kept in a secure, locked cabinet.
8. **Studios must be cleaned and keys returned by 4pm on the above listed deadline date/s. Seniors do not receive diplomas until their spaces have been cleaned and inspected. Juniors who fail to restore their spaces are charged a clean-up fine and have the last draw for the senior lottery the following year.**
9. In order for a studio to be considered "clean" it must meet the following criteria:
 - A. The studio must be returned to its original condition:
 1. Walls and partitions must be painted white (paint and rollers are available from the Operations Manager); partitions must be put back in their original location.
 2. Paint and other materials must be removed from the floor.
 - B. All items furnished by the School of Art (flame-retardant curtains, easels, stools, tables and lockers) must be left in the space.
 - C. Altering the flame-retardant curtains (in any way) will result in a \$25 per set replacement fee, charged to the student's university account.
 - D. All personal art materials, artwork, and other possessions must be removed from the building.

Key Use>Returns:

1. When you vacate your studio, **return all keys to the Office Associate (Tom Justofin, CFA 300)** between 9am-5pm on weekdays, or use provided key return envelopes.
2. **Keys not returned on time will be treated as lost.** Lost keys will result in a charge to the student's university account of **\$50 per key**. This is the average cost to the School of Art for re-keying a lock and obtaining a supply of keys for the new lock.
3. Students will not allow other individuals to use keys and/or give access to individuals for whom access has not been approved.
4. While in the studios to which students have key access, they will be responsible for monitoring the access of other individuals, respect safety, material, tool and non-smoking policies of the studios, and lock the studios upon exit. Students may forfeit studio/key privileges if these conditions are disregarded.

I have read and understand the terms and conditions of the School of Art Studio Space Policy and I will use the designated space associated with this key in accordance with it.

Student Signature _____

Key Issued on _____