

Department of Art, University of Massachusetts Amherst

Studio Space Agreement and Assignment Terms for Undergraduate Students

Student name: _____ Phone contact: _____

Assigned studio: _____ Semester: spring ____ fall ____ Year: _____

The quality of the physical environment at the University of Massachusetts Amherst is the responsibility of everyone on campus, including faculty, staff, and students. The Department of Art has assigned a studio to you in either the Studio Arts Building or Clark Hall. Your studio is where you conduct your art practice, but please remember that it belongs to the University and is part of the University's physical community. What you do in your studio may affect not only your own health and safety, but also the health and safety of everyone in the building. If you become aware of a safety issue in your studio or in the building, or if you are unsure if a material or a process that you want to use is safe, you should seek guidance from Facilities Manager, Bob Woo at (413) 545-6967. You may also consult with a faculty member, a studio technician, the Undergraduate Program Director of the Department of Art, the Department Chair, or the Office of Environmental Health and Safety.

The purpose of this agreement is to ensure that studio conditions are acceptable for the individual student and the community as a whole. The agreement addresses environmental concerns and general rules of safety and courtesy.

In consideration for the University providing you with a studio assignment, you agree to the following terms and conditions. You understand that if at any time you do not meet these terms and conditions, the Department of Art, may revoke your studio privileges.

- Before occupying the assigned studio, every student must pass certified training as administered by the Office of Environmental Health and Safety.
- The studio will be used only for purposes related directly to your art practice, only during scheduled hours of access to the building, and only by students enrolled in the Department.
- You may not sleep through the night in your studio, and you may not share or reassign the space.
- Skateboard use in the building is prohibited by the University. Doing so will be reported to the police and will cause you to immediately forfeit your studio.
- **You may not admit anyone to the building or to any of the limited-access studios and shops in the building.** Everyone using the building must have his or her own authorized access.
- Studios should be used regularly. If you do not use your studio on a regular basis, it will be reassigned.
- The studio will be maintained in a clean and orderly condition. It will be kept swept and free of litter, including towel litter. Recycle cans and bottles in the appropriate containers provided.
- Windows may not be blocked, except by the shades and blinds provided. No curtains may be installed. No upholstered furniture or carpeting may be brought into the space unless it was acquired through University Recycling or is certified as complying with University of Massachusetts/Cal 133 fire standards. No alterations of, or additions to, existing structures are permitted.
- No structural studio surface—including walls, floors, ceilings, windows, doors, and partition furniture—is to be used as a work surface for the direct application of materials. Such materials include, but are not limited to, pencil, charcoal, paint, plaster, clay, polymer medium, glue, wax, and nails (except as support).
- At the conclusion of the period of use of the studio, it will be left clean, empty, and in good condition, notwithstanding reasonable wear and tear. The floors, baseboards, and heat registers will be clean and restored to original condition. **All unwanted items should be moved to the recycling cage outside the building. No items may be left for "free."** All procedures for safe handling of materials, tools, and machinery will be followed.
- Only materials that have proper health and safety labels may be used. Chemicals specifically prohibited by the Department may not be used.

- All paints, solvents, cements, and chemicals must be kept in properly labeled containers appropriate to their use. All such materials, when not in use, must be stored in the flammable storage cabinets provided.
- Whenever possible, non-toxic materials should be used. You should be sure that the Material Safety Data Sheet is on file for every material used. You should employ appropriate personal safety equipment (goggles and gloves, for example) when using toxic materials.
- All materials must be disposed of according to Environmental Health and Safety guidelines.
- Toxic chemicals may never be rinsed down sinks and drains.
- All waste must be disposed of according to Physical Plant/Office of Waste Management policies and guidelines.
- **DO NOT WASH BRUSHES IN THE SINKS.** Use the brush washers. If you wash brushes in the sinks, you introduce harmful chemicals into the water supply. Public health officials monitor the water supply for our benefit. If you wash brushes in the sinks, your studio privileges will be revoked.
- Clay and plaster may be used only in designated studios; residual dust must be contained for proper disposal.
- Trash or rags that contain or have come into contact with flammables must be disposed of in the appropriate containers provided.
- All spray applications of paint, varnish, adhesives, and the like are confined to the Spray Room (Room 115) of the Studio Arts Building. Spraying is strictly prohibited in classrooms, studios, rest rooms, common areas, and hallways, and on outdoor pavements.
- Open flames, torches, and welding equipment may only be used in designated areas.
- **Personal electrical appliances—such as portable heaters, refrigerators, coffee pots, immersion heaters, microwaves, and hot plates—are not permitted. All such items may be confiscated.**
- Extension cords must be heavy gauge.
- **EATING and DRINKING IS NOT PERMITTED IN STUDIOS.** Eating and drinking is confined to the common areas with tables and chairs. Food crumbs attract insects and rodents.
- No furniture or equipment in the building classrooms and other common areas (including easels) may be moved for use in individual studios even temporarily without the permission of the Facilities Manager. Students are expected to provide their own furnishings and equipment.

In addition to the above terms and conditions, the following rules apply to all University facilities, including assigned studios:

- Smoking is prohibited on the UMass Campus.
- The consumption of alcoholic beverages is prohibited, except when permits are issued in accordance with University policy.
- The use of illegal drugs is prohibited.
- Pets are not allowed inside University buildings.
- Doors to the outside or roof of University buildings may not be propped open.

In accepting the terms and conditions listed above, you understand that neither the Department nor the University is responsible for damage to or the loss or theft of items in your studio, and you understand further that your studio is subject to sight inspection at any time. You further understand and agree that any violation of a fire, environmental health, or general safety-related provision in this agreement or University guidelines may result in loss of access to all studio space until conditions are remedied. Decisions regarding the suspension of studio privileges and assessment of fines for violations of this Agreement are made by the Department Chair in consultation with the Studio Arts Program Director and the Building Manager.

By signing below, you attest that you understand the terms and conditions listed above and will use the designated studio space in accordance with them.

Signature: _____ Date: _____