Department of Art, University of Massachusetts Amherst

Studio Space Agreement and Assignment Terms for MFA Students

Student name: ___________________________ Phone contact: ___________________________

Assigned studio: ___________________________ Academic 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 Bob Woo, 413-545-6967. You may also consult with a faculty member, a studio technician, the Director of the Studio Arts Program, 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.

- **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. **Please return the studio key to Sandy Hay, Assistant to the Department Chair.**

- 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