Department of Art, University of Massachusetts Amherst

Studio Space Agreement and Assignment Terms for Undergraduate Students

Student name: ______________________________   Phone: ______________________   Studio: _____
Local emergency contact name and phone number: ___________________________________________

The Department of Art has assigned a studio to you in either the Studio Arts Building. 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 Building and Facilities Manager, Mikael Petraccia at mpetracc@art.umass.edu.** 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.

In consideration for the University providing you with a studio assignment for the semester indicated above, 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 first sign this contract and pass certified training as administered by the Office of Environmental Health and Safety (via SciShield.) Some trainings are required yearly.
- The studio will be used only for purposes related directly to your art practice, 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.
- If you find any items that do not belong to you, do not (re)move them. Contact administration (Mikael Petraccia or Pam Haskins) to have the items removed.
- **Studios must be used regularly, at least weekly. If you do not use your studio on a regular basis, it will be reassigned.** Storage of materials does not constitute use. **Regular studio use must begin by 2/13/23, or it will be reassigned.**
- Windows may not be blocked, except by the shades and blinds provided. No curtains, upholstered furniture or carpeting. No alterations/additions to existing structures. Studios are equipped with a desk, a chair/stool and fireproof metal cabinet.
- The studio will be maintained in a clean and orderly condition, free of litter. No structural studio surface (including walls, floors, ceilings, windows, doors) is to be used as a work surface for the direct application of materials.
- The Studio Arts Building is unlocked during the semester, M-F 7am-9am. Studio occupants can access the building with their UCard 24 hrs/day, including weekends and holidays.
- It is highly recommended to use a buddy system when the building is locked. If your buddy is not a studio-mate, you are responsible for their conduct within the Studio Arts Building.
- Before vacating your studio, it will be left clean, empty, and painted with supplies provided by the department.
- All procedures for safe handling of materials, tools, and machinery will be followed. 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. Chemicals specifically prohibited by the Department may not be used.
• Only non-toxic materials should be used. You should be sure that the Material Safety Data Sheet is on file for every material used. All materials must be disposed of according to Environmental Health and Safety guidelines.

• All waste must be disposed of according to Physical Plant/Office of Waste Management policies and guidelines. Chemicals may never be rinsed down sinks and drains.

• **DO NOT WASH BRUSHES IN THE SINKS.** Use the brush washers. If you do not comply, your studio privileges will be revoked.

• Proper cleaning techniques must be followed when clay and plaster is used.

• 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.

• Open flames, torches, and welding equipment may only be used in designated areas.

• Personal electrical appliances - such as portable heater, refrigerator, coffee pot, kettle, microwave, hot plate - are not permitted. All such items may be confiscated.

• Extension cords must be heavy gauge and do not plug extension cords together (no daisy-chain.)

• **EATING and DRINKING IS NOT PERMITTED IN STUDIOS.** Eating and drinking is confined to the common areas with tables and chairs.

• **Contacts for personal health or safety questions/concerns:** jeffkasper@umass.edu, mpetracc@art.umass.edu or pam.haskins@umass.edu

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 Undergraduate 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: _____________________

03 Feb 2023 - Pam.Haskins Drive