

# graduate independent studio & workspace agreement

**Studios & workspaces are dedicated to the intellectual, creative, and personal growth of aspiring artists and designers at all stages of development.** While studios are private and independent, students collectively create a community of like practitioners dependent on tolerance for divergent opinions, belief structures and aesthetic production; personal safety and well-being; and the respect required of a commonly shared culture composed of a multitude of backgrounds, a plurality of voices and an infinity of aspirations.

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## general information

Students are fully responsible for the condition of their spaces and every studio must be maintained and returned to the original condition. This includes the removal of any materials brought into the space or studio.

**Upon arrival, inspect your studio or workspace** and report any problems or issues to your graduate program assistant or director.

**Studios are exclusively for professional art making activities. College/Federal regulations forbid the use of studios as living/eating space.** Do not bring furniture or appliances into the building unless these items are directly related to your work. No cooking or heat-producing appliances or tools such as hot plates or heaters are allowed in your studio or workspaces.

**No Painting of floors.** Drop clothes to protect the floors are required. Walls must be painted and returned to the original white. Students are responsible for the cost of material to return studios to original condition.

**Do not contaminate yourself by eating or drinking in your studio.** Wash your hands before eating and before and after using the restroom.

**Be considerate of your peers.** Do not disturb others while working. Loud music, long and frequent cell phone calls and other disruptive behavior interferes with others ability to work.

**You are responsible for keeping your space clean.** Open food packages and other food waste attract rodents – store and or dispose of all food items and trash appropriately. You are expected to clean up after yourself in all common and shared spaces. Shared space, including refrigerators, must be cleaned regularly and all items stored must include a date and name.

**No open flames, candles, melting wax, heaters, hot plates are permitted.** All irons must have an automatic turn-off feature.

**Additions, alterations, expansions, and shelves are not permitted.** Do not paint, mark or glue any permanent substance on walls.

**Facilities Management does not enter student studios** or collaborative workspaces to remove trash, sweep, etc. Waste must be placed in recycle bins or garbage cans outside of studios, or labeled as trash. Materials and supplies must be neatly stored within the confines of your studio, in designated storage areas and/or outside of exit aisles. This applies to work in progress.

**Parking in University lots requires a parking permit including Studio areas.** Parking is on a first-come, first-served basis. The purchase of a parking permit does not guarantee a parking space, but students who arrive early generally park without difficulty.

**For your safety, all lockable doors should be kept locked all times.** Students are issued an individual key that provides access to their respective studio areas. FIU is not responsible for the loss or theft of personal belongings. Do not prop open doors, or leave laptops, cell phones, cameras, or other personal items in studios or collaborative workspaces unattended.

**All MFA students are provided 24/7 access as needed** to individual or collaborative workspaces while their program's classes are in session and during the spring break period. The use of studio spaces at times when college is not in session, such as, winter and spring break is a privilege. Students working in non-productive or disruptive manner will be subject to reduced access or loss of studio privileges during non-sessions periods. Special projects such as renovations, unexpected events, etc. may also alter the use and access of space in this agreement. The College has the right to reassign and consolidate summer work studio and spaces.

## alcohol & drug policy

**Absolutely no smoking, alcohol or drugs are permitted** in any FIU studios, workspaces, stairwells or classroom areas. Open containers of alcohol are not permitted in any of the public or common spaces on campus, including courtyards, stairwells, or parking lots. Students who violate this policy will be subject to the College sanctions. Students may not have full, partial, or even empty containers of alcohol in their independent studios or workspaces. Any containers that are found will be confiscated, and the student may face disciplinary action. Students who are on prescribed medication are encouraged to consider any side-effects and use extreme caution- or not use power tools or other hazardous equipment.

## installation

**No project may be scheduled for installation in public areas (beyond one class period) without written permission from the Department of Art + Art History.** Installations in hallways or emergency exit aisles are prohibited because they impede the flow of traffic in these areas and should not be installed in

passageways with general public access. Any project planned for prolonged outdoor installation (beyond one class period) must receive permission from your instructor/program director and then the Department of Art+Art History.

**If your project contains sexually explicit or potentially offensive materials, please post signage so viewers have an opportunity to avoid such work.** Works of this nature may not be displayed in areas of public traffic, such as hallway galleries, or outdoors. Any art project which may present health and safety for the artist, viewer, department/program or school must be reviewed and approved by your appropriate instructor.

## hazardous materials & personal protection

**Follow all MSDS (Material Safety Data Sheets) precautions, safe storage and first aid emergency procedures**

**Do not use toxic substances or processes that may affect others working in the same space.** Some pastels and chalks contain highly toxic pigments or heavy metals and should be used with caution. When possible, substitute less toxic materials.

**All Immediately Dangerous Life and Health violations will be immediately resolved.** 1st violation – warning; 2nd violation – loss of space and access to shop/facilities for one month (probational contracts, fines or other disciplinary measures may apply); 3rd violation – loss of all access to shops and studio facilities at FIU, including the Miami Beach Urban Studios and the individual studio or workspace assigned. The student will have 24 hours to remove all materials and belongings from the studio. Remaining project or thesis work must be completed without any use of FIU shops, studios, equipment, or technicians. Students are entirely responsible for any damage to studios or workspaces and/or the damage or loss of equipment and tools as a result of repeated violations, negligent or irresponsible behavior.

## fire regulations

**Familiarize yourself with exit and safe-meeting locations in case of an emergency.** In the event the fire alarm sounds, evacuate the building.

**Keep all exit lanes, doorways, fire lanes, walkways, and entrances and exits clear.** All emergency exit lanes must be kept clear and free of debris. Exhibit areas, stairways, hallways, and community work areas are not considered storage space for art work or materials.

**Do not block or prop open fire doors.** This includes all doors that lead to a stairwell. Do not hang anything from light fixtures, plumbing or sprinkler systems.

**Do not attempt to fight a fire.** Should you detect smoke or flames, immediately pull the nearest fire alarm and evacuate the building. Fire extinguishers are located at most exits and should be used by trained professionals. Do not tamper with any fire extinguishers.

## move out

All graduating full-time academic year MFA and MA and students must vacate their studio or workspace no later than the Friday after Graduate Commencement. All personal belongings, artwork etc. remaining in a studio after the move-out will be donated, recycled, or thrown away. All floors should be scraped of debris and swept clean. **Remove all nails, screws, and tacks from studio walls.** All studio walls must be re-painted with the paint provided by Facilities Management. Do not paint unpainted items such electrical outlets, switches, door hinges, floors, etc.

**All trash must be removed,** including building materials, personal items, furniture, artwork, art supplies, etc. from walls, floors, windows, etc. All studio and workspaces are not considered vacant until the appropriate Studio Monitor/Shop Technician or other has confirmed compliance with all cleanup and move-out protocols. Failure to clean and remove items from your studio or workspace could result in one or all of the following: withholding of transcripts and/ or diplomas. Excessive damages, above and beyond normal wear and tear, will be assessed on a case by case basis, and charges may apply.

## studio and workspace use is a privilege awarded to you

The rules outlined in this agreement must be adhered to in addition to any specific health and safety precautions used for handling hazardous materials, and use of tools, or equipment. Studios and collaborative workspaces are regularly inspected for compliance. Violations to this contract are subject to disciplinary measures and studio privileges will be revoked.

By my signature, I understand and agree to abide by all parts of the studio and collaborative workspace agreement and all other FIU student rights and responsibilities.

**Name**  
**bldg./studio no.**

**PID#**  
**semester/year**

**signature** \_\_\_\_\_ **date** \_\_\_\_\_

Disclaimer: Acting within policies and procedures of FIU, the MFA Program Director reserves the right to make necessary changes in the contract without prior notice. The department will make every effort to alert students to any major changes.