

## REQUESTS, PROCEDURES AND AGREEMENT FOR ALL STUDIO SPACES

**Studios are University property. Only currently registered students in the School of Art and Art History (SAAH) are eligible to occupy a studio space. SAAH Administration, University support staff (specialists, facilities, custodians, contractors) have access to all spaces.**

### KEYS & ACCESS

Studios are assigned by the Program Head and supervised by the discipline Studio Specialist acting as their designee. Studio spaces will be available by the end of the first week of classes. You may receive a key from the discipline Studio Specialist after completing studio orientation, acknowledging safety procedures, and signing the Key Policy Contract. **Note: If the key is not returned by the date specified in this form, there will be a replacement or re-keying charge in accordance with Key Policy.** \_\_\_\_\_(initial)

### STUDIO POLICIES

- NO DRILLING any surface in the building which includes walls, ceiling and floors.
- Only fasteners provided by Studio Specialist can be used. Use of incorrect fasteners may cause significant damage to facility.
- Studio space is not to be used for any type of living or sleeping arrangements. No personal furniture is allowed.
- Granting un-authorized access to a secured space is prohibited and subject to disciplinary action (including termination of access).
- No physical changes to the structure of the studio (walls, lighting track, flooring, ceiling, etc.) may be made without special permission of the Program Head in conjunction with the Studio Specialist.
- All hazardous materials/flammable solvents brought into the facility must have PRIOR written approval from the Studio Specialist. Flammable materials must be stored in a SAAH approved, yellow flammable cabinet and disposed of in accordance with EHS guidelines. An accurate inventory of all hazardous materials must be maintained by the Studio Specialist in your area.
- Unwanted paints, inks, and chemicals should be given to the Studio Specialist for proper disposal.
- Any spilled paint or mediums must be cleaned up immediately. Only use approved rags/towels to clean up solvents/oil-based products. Dispose of rags in approved containers.
- Use of equipment with sound should be kept at low, reasonable levels due to the proximity of offices, classrooms, and studios.
- Surge protectors, power strips and extension cords are not allowed in private studios unless provided by the SAAH or approved by Studio Specialist. Items should be plugged directly into wall outlets whenever possible.
- All personal equipment/appliances must be approved and routinely inspected by Studio Specialists as Program Head's designee. Appliances must meet the guidelines provided in the SAAH Personal Appliance Policy and will be identified with an official label once approved. Unlabeled/unapproved appliances are subject to removal without notice.
- State Fire Safety laws prohibit the use of open flames of any kind.
- All University of Iowa policies (alcohol, weapons, violence, controlled substances, etc.) outlined in the UI Operations Manual are enforced.
- Live insects and animals are not permitted in University buildings (excluding service animals).
- Students must set up an appointment with the area Studio Specialist to check out and return appropriate keys. Failure to remove belongings, clean/paint the space, or return keys may result in fees as outlined in this agreement.

### VACATING STUDIO

You are responsible for setting up a time to meet with the Studio Specialist to inspect the studio space and return your keys. Graduation and vacate times are as follows:

- MA & MFA: Spring semester by the first Monday in August / BFA: by the last day of exam week
- Off-cycle graduation and enrollment termination are by arrangement

The space must be in the same well-maintained condition in which you found it. Spackle the walls, clean the floor, remove trash, and repaint the walls if necessary (SAAH approved paint will be provided by the Studio Specialist). You will be held responsible for any additional cleaning, damaged walls, hauling, or repair that the School of Art and Art History incurs. **Note: If the space is not restored to the original condition, a fee based upon the discretion of the School of Art and Art History will be charged to you and applied directly to your UBill after the condition of the space has been assessed by the Studio Specialist.** \_\_\_\_\_ (initial)

### AGREEMENT

This contract will be held on file with the SAAH Administration. Keep a copy of this agreement for your reference. You are responsible for following these guidelines. By signing this agreement, you understand the studio is NOT secure and you are ultimately responsible for the condition and items within the studio space. The SAAH is not responsible for theft or vandalism within the studio space. The policies, procedures and requirements provided within this document are subject to change without notice. If you have any questions or concerns, please contact Ben Anzelc ([benjamin-anzelc@uiowa.edu](mailto:benjamin-anzelc@uiowa.edu), 335-1989).

Please complete the information below, then type or digitally sign your name to indicate your acceptance of the above conditions.

Occupant Name \_\_\_\_\_ Univ ID# \_\_\_\_\_ Phone \_\_\_\_\_

E-mail address \_\_\_\_\_ Room # / Space assigned \_\_\_\_\_ Key Issue Date \_\_\_\_\_

BFA  GRAD Discipline \_\_\_\_\_ Graduation date \_\_\_\_\_

Occupant Typed Name (represents signature) \_\_\_\_\_ Date: \_\_\_\_\_

OR Adobe Digital Signature (time and date stamp) \_\_\_\_\_

Studio Specialist Typed Name (represents signature) \_\_\_\_\_ Date: \_\_\_\_\_