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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) and contractors have access to all spaces. 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) and contractors have access to all spaces.

Upon graduation, MFAs must vacate the studio space by the first Monday in August. BFAs must vacate by the last day of "exam week". You must set up a time to meet with the Studio Specialist or Area Head to inspect the studio space and return your keys. Please leave the space in the same good 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.

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Studios are assigned by the Studio Specialist within discipline acting as the Area Head's designee, and will be available to you by the first week of classes. You may pick up a key from the area Studio Specialist staff member.

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- 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.
- Students granting access to un-authorized individuals to a secured space may be punishable by the SAAH (including termination of access).
- No physical changes to the structure (walls, lighting track, flooring, ceiling, etc) of the studio without special permission of the Faculty Area 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 an appropriate yellow "Flammable" cabinet. An accurate and inventory of all hazardous materials must be maintained by the Studio Specialist in your space.
- 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 and reasonable levels due to the proximity of offices, classrooms, and studios.
- Alcoholic beverages are not allowed on the University campus.
- Surge protectors, power strips and extension cords must be plugged directly into a wall outlet. Only 3 prong extension cords are permitted. All cords, must comply with SAAH/University safety standards. All equipment/appliances must be approved and routinely inspected by Studio Specialists as Area Head's designee.
- State Fire Safety laws prohibit the use of open flames of any kind.
- Live animals or live insects are not permitted in University buildings.
- Students must set up an appointment with the area Studio Specialist or Area Head to check out and return appropriate keys. (See attached checkout instruction sheet.) Failure to do so, may result in a fine of up to \$250.
- Any items left in the studio space after assigned checkout date will be removed at your expense.
- Any unwanted paints, inks, and chemicals should be given to the Studio Specialist for proper disposal.

All School of Art & Art History and University of Iowa policies apply and will be enforced. The policies, procedures and requirements provided in this document are subject to change without notice.

If you have any questions or concerns contact Troy Fitzpatrick ([troy-fitzpatrick@uiowa.edu](mailto:troy-fitzpatrick@uiowa.edu), 335-1770).

Print your name and email address

Student Name \_\_\_\_\_ E-mail address \_\_\_\_\_

BFA GRAD Discipline \_\_\_\_\_ Studio Space Assigned \_\_\_\_\_

Univ ID Number \_\_\_\_\_ Phone \_\_\_\_\_

Studio Specialist Typed Name \_\_\_\_\_ or Digital Signature \_\_\_\_\_

