SCHOOL OF ART
MFA Studio Agreement

Student’s Name (print)  Area  ID#

Building and Room/Studio Number  Phone Number  Faculty Signature

Each area has its own policy regarding the allotment and use of private studio space. Students should contact area faculty regarding additional studio policies.

General Policies Regarding Studio Use
1. Assignment of graduate studio space is made through the School of Art according to available space. Graduate students can expect studio support for 3 years (extensions may be requested from the Director with the approval of your faculty advisor). Students must vacate their studio by the end of the semester in which the oral examination and MFA exhibition is completed.
2. Graduate studios are intended to be used for the production of art. They are not to be used as storage facilities or private residences.
3. Due to the limited amount of space, it may be necessary for graduate students to share studios.
4. At the time of studio assignment a list will be made of all university property contained within the studio space. This list will be checked again at the time the studio is vacated. Students will be responsible for university property contained within studios. Prior to returning keys, a studio check-out must be performed with School of Art facilities personnel.
5. Studio assignments are to be viewed as privileged use of ASU property, calling for responsible maintenance. Studio space is subject to maintenance by ASU personnel. ASU personnel have the right to inspect these spaces when necessary.
6. Studio space is subject to supervision and re-assignment by School of Art area faculty.
7. Any questions regarding studio space should be addressed to the faculty member who assigned the space and/or the Chair of the Graduate Studio Committee.
8. Theft or damage to personal equipment is NOT covered under University insurance policy unless it is stated in written guidelines that it is required for the performance of your job.
9. ASU Risk Management DOES NOT cover injury incurred anywhere on campus. Please be sure to carry your own insurance or utilize the graduate student health insurance option when registering for classes.

Safety Regulations
1. Failure to observe safety regulations governing university buildings may result in eviction.
2. Do not block safe entry/exit of studios or hallways with equipment, materials, debris, etc.
3. Heavy amperage devices should be plugged directly into wall receptacles. Use extension cords with caution.
4. An open container with paint brushes in turpentine or paint thinner is in violation of the fire code.
5. No smoking in studios or hallways.
6. No “unofficial” locks may be used on doors to studios.

Keys
Keys are requested in the School of Art office (ART 102) and approved by the appropriate faculty member using a Key Request Form. Students will be responsible for replacing lost or stolen keys. Keys must be returned to ASU Police Dept. after vacating the studio. A hold on posting of final grades will be enforced until keys are returned.

Your signature indicates that you have read and understand the information above and that you agree to comply with the policies concerning graduate studios.

Signature  Date