

## Art Department Student Studio Policy 2010-2011

1. Senior Studio space is located in Bexley, Colburn and the Art Barn.
2. The number of majors will determine the number of students sharing each studio space. This number will be decided by the Art Department Administrative Assistant and the Studio Chair.
3. Only the students signed up for a space may use that space. (No allowing friends to work in studio space.)
4. There is a \$25 Key deposit. Keys must be returned to the Art Office to receive a \$25 credit. Leaving keys in your studio will not get you a credit.
5. Any new construction in the studio space must be pre-approved by the Art Department Administrative Assistant and the Studio Chair. New construction is at your cost and it is your responsibility to **remove** that construction **before Graduation** or you will be billed by the maintenance department for removal.
6. Furniture moved into the studio space is at your cost and it is your responsibility for delivery. You must be here for delivery and arrange to get it to your studio. Having furniture dropped off at Bexley parking lot is not acceptable. The Art Department Administrative Assistant **WILL NOT** accept **DELIVERIES**. Furniture must also be **removed before Graduation** or you will be billed by the maintenance department for removal.
7. Upon leaving the College all art work, materials and supplies must be removed from the studio space and Art facilities. Any unwanted but usable items can be left in the hallway of the first floor of Bexley or in the foyer of the Art Barn..
8. All trash needs to be put in garbage bags and placed near a trash can. Large items must be taken to the back of Colburn near the trash can.
9. Painting on stairwell walls, studio walls, classroom walls, parking lots, etc... is prohibited.
10. Flammable materials must be stored in the safety cabinet located in each studio.
11. It is your responsibility to return the studio space to its original condition at the time of occupancy. This must be complete and will be approved by your Advanced Studio instructor at the beginning of Senior Week. **Failure to comply will result in failure of the Advanced Studio course.**

By signing this policy statement, I agree to the above terms and conditions.

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Printed Name

Signature

Date