

INDEPENDENT STUDIO CONTRACT



Use of independent studios is a privilege awarded to you.

Studios are exclusively for professional art making activities.

Any violations to EHS regulations will result in the loss of your studio privileges.

All Environmental, Health, Safety and Fire Prevention, state and federal, regulations must be adhered to by anyone who occupies a studio.

The following rules 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 are inspected for compliance. Violations to this contract are subject to disciplinary measures by the office of Student Affairs and/or Academic Affairs and may result in the loss of your studio and/or a monetary fine.

Studios are for professional activities only.

Be considerate of other studio users. Do not disturb others while working. If you listen to music, you must use earphones.

You are responsible for keeping your space clean.

Use and return tools (brooms, dustpans etc.) provided at Housekeeping Stations. Building Services does not enter studios to remove trash, sweep, etc. Any unwanted waste must be placed in recycle bins or garbage cans outside of studios, and 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.

Use only the tools on the Approved Tool List including non-electric hand tools, all battery-operated hand tools such as sanders, hand-operated miter saws, and plug-in hand drills and sanders. Non-approved items include certain extension cords and light fixtures, chain saws, sawzalls, drill presses, electric chop saws, band saws, miter saws, table saws and all other electric tools.

Additions, alterations, expansions, and unsightly decorations are not permitted.

Excessive visual contamination not directly related to work will be called to your attention for removal.

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. Sofas, hammocks, easy chairs, etc. are not considered tools of the trade and create an unprofessional atmosphere that reflect unfavorably on you and the department. No cooking or heat-producing appliances or tools such as hot plates or heaters are allowed in your studio.

No dogs or pets allowed in any studio space without the owner present.

Pets must be MICA registered, leashed and properly cared for.

Absolutely no smoking, alcohol or drugs permitted in any studios.

Inside Installation: No project may be scheduled for installation in public areas (beyond one class period) without written permission from the Office of Events. Installations in hallways or emergency exit aisles are prohibited because they impede the flow of traffic in these areas.

Outside Installation: Any project planned for prolonged outdoor installation (beyond one class period) must receive permission from your instructor/program director and then the Office of Events. Any project proposed for the Mt. Royal Avenue median strip must receive permission from an instructor/program director, and then applied for in writing to the Office of Academic Affairs.

Sensitive Subject Matter: 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. While creating such works, you must use MICA approved black fire retardant material, available at the college store, to cover the entrance of your studio. Any art project which may present health and safety or legal concerns for the artist, viewer, department/program or school must be reviewed and approved by your appropriate instructor.

Read and follow all MSDS (Material Safety Data Sheets) precautions, safe storage and first aid emergency procedures.

Check the health ratings for all materials. Each department/program will compile a binder of all possible hazardous materials including MSDS made available at locations of chemical use. If you bring any materials, not listed in this binder, into the building, you must get permission from an instructor and provide the chair/shop technician or program director with an MSDS from the manufacturer or distributor.

Do not use toxic substances or processes that may affect others working in the same space. This includes spray painting. Some pastels and chalks contain highly toxic pigments or heavy metals and, should be used with caution. Before using any chemical process go to the proper location (Woodshop, Wax room, Spray Booth etc.) and turn on the ventilation. **When possible, substitute less toxic materials.**

Spray paints, fixatives, or adhesives may not be sprayed indoors except with local ventilation. Materials which give off obnoxious or toxic fumes must be used outdoors, or in a specified area with local ventilation (such as a spray booth).

Always use Personal Protective Equipment (PPE) such as aprons, gloves, goggles, dust masks, respirators as necessary. Most equipment can be found at the college store. Wash these items separately and store properly.

Use flammable storage cabinets. All flammable or hazardous materials must be stored in the designated white or yellow safety storage cabinets for flammable liquids. Sinks may not be used to dispose of chemical or paint waste. Acrylic waste materials should be allowed to dry, and then discarded in facilities trash.

Use red solvent disposal and oily waste cans. Dispose of used solvents (cleaning brushes or oily materials) in red solvent disposal cans located at sink areas or in flammable storage cabinets. These waste materials are collected on a regular basis and properly disposed of. If a can is full, notify the EHS office, 410.456.7593. Never leave these materials uncovered, in the open, or dispose of them in regular trash cans.

All chemical containers must have labels and be clearly marked with your name and date. If materials are repackaged, they must be clearly labeled with a Hazardous Materials Identification System (HMIS) sticker label including contents, the date, and your name. HMIS stickers are available on the Health and Safety Boards. Use only tightly re-sealable containers for mixtures. Mixtures must be stored in flammable storage cabinets. Avoid glass containers. Do not use any recycled food containers for storage of hazardous materials unless food labels are fully removed and contents are clearly labeled with a HMIS label.

All Immediately Dangerous Life and Health violations will be immediately resolved. 1st violation – warning with one week to resolve; 2nd violation – loss of space for one month; 3rd violation – loss of space.

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

Wash your hands before leaving your studio.

Fire Regulations

Familiarize yourself with exit and safe-meeting locations in case of an emergency. Evacuation and safe-meeting maps are posted on Health and Safety Boards. Evacuation maps include exit route, emergency exits, fire extinguishers, fire alarm pull, eye wash station/sinks, emergency information, telephone, first-aid kits, security desk, disability refuge, housekeeping, and health and safety stations.

No open flames, candles, melting wax, heaters, hot plates, or smoking in any studio.

All MICA buildings are smoke free. Waxes give off toxic fumes when heated.

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, elevators, and community work areas are not considered storage space for art work or materials. Bright yellow four ft. exit lanes are outlined by two yellow lines, or marked with a single yellow line.

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. Curtains are not permitted. No curtains at entrances of studios unless you purchase MICA approved black fire retardant material to drape over the entrance, which is available at the college store.

No storage of open flammable materials. Fire Resistant cabinets are provided for storage, and items must be labeled appropriately.

Use of extension cords is limited by Fire Code. Overloading and/or improper use of extension cords can cause overheating and fire. Studios with retractable cord reels are prohibited from using extension cords.

Do not attempt to fight a fire without proper training. 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.

Return your studio to its original condition.

All trash must be removed, including building materials, personal items, furniture, artwork, art supplies, etc. from walls, floors, windows, etc. Open top roll off containers and trash cans will be provided. The only items that should remain in the studios are furnishings provided by MICA, such as easels, stools, painting tables, etc.

Retractable extension cords remain in the studio. If not - students will be charged for replacement.

Hazardous materials must be disposed of in red chemical receptacles. Do not pour chemicals down sinks, toilets, or drinking fountains.

All unwanted and usable chemicals must be placed in fire resistant cabinets for recycling. If you require a specific hazardous chemical receptacle for trash, etc. please ask your studio monitor to place a work order through the WebTMA system.

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, etc.

Move-Out Dates:

Juniors must be out by 4:00 pm the day after Exam Day; Seniors must be out by 4:00 pm the Tuesday following Commencement.

2nd year MFAs must be out no later than the Friday following Artscape.

Low Residency MFA and MAAE must be out no later than 8am the third day after the last day of the summer graduate session.

MAT allotted summer studios must be out no later than 8am the third day after the last full day of the summer graduate session.

MAT allotted Fall/Spring studios must be out by 4:00 pm the Tuesday following Commencement.

MACA and PostBacc will follow the instructions of their Director.

Clean-Up & Move-Out

I UNDERSTAND AND AGREE TO ABIDE BY THE FOLLOWING:

- I understand and agree to abide by all parts of the independent studio contract.
- I will follow all Environmental, Health and Safety Guidelines.
- My space is not a storage space, but rather a place to create my artwork.
- If I do not use my space on a regular basis, it will be reassigned.
- Upon arrival, I will inspect my studio and report any problems or issues to my appropriate faculty/chair/director.
- Any confusion with studio placement should be immediately addressed with my appropriate faculty/chair/director.
- MICA is not responsible for the safety/security of personal belongings or supplies. I must guard my personal belongings by using my own lock or the lockers provided to me.
- I will keep doors locked (if applicable), and will not provide access to unauthorized guests, and will report any inappropriate behavior or theft.
- I will not paint, mark, or glue any permanent substances on the windows.
- I will not allow individuals who are not enrolled in this program to use my studio. I will keep studio visitors to a minimum.
- I agree to follow the designated move out dates.
- I will return my studio to its original condition. If my studio is not in compliance with the clean-up and move-out regulations, my student account will be charged \$50.00. If the studio is shared, all studio mates will be charged. Excessive damages, above and beyond normal wear and tear, will be assessed on a case by case basis, and further charges may apply.
- Furnishings provided by MICA (easels, stools, painting tables, etc.) must remain in the studio. I understand that any personal belongings, artwork etc. remaining in my studio after the move-out date will be thrown away.
- If I do not return my studio key by the move-out dates (if applicable), I will be charged \$60.00 for key replacement.

By my signature, I understand and agree to abide by all parts to the independent studio contract and all other MICA student rights and responsibilities. I have reviewed and understand all posted health and safety signage. I have received instruction and training for the use of these rules and guidelines. I know that if I should break any of the tenets and rules, my studio privileges will be revoked.

PRINT NAME CLEARLY: _____

DATE: _____

STUDIO NUMBER: _____

BUILDING: _____

TERM: _____

STUDENT SIGNATURE: _____