

School of the Arts, Visual Arts Program Studio Lease and Facilities Agreement

NAME _____	EMAIL _____
TELEPHONE (CELL) _____	STUDIO LOCATION and # _____

Please read the below information carefully. It will help you understand both the School of the Arts' ("School") and Columbia University's ("University") requirements and expectations of students in the program. While some specific requirements have been highlighted in this document, all School of the Arts and University policies are binding. Violations of the below terms or any School or University policies will be taken seriously and may result in disciplinary action, including probation, suspension, temporary or permanent loss of access to your assigned studio, or dismissal from the program. In circumstances where the School's or University's policies are unclear, students must submit a request by email to the Facilities Manager before installation or use of materials.

Studio practice is vital to Columbia University School of the Arts Visual Arts Program, as is the health, safety, and wellbeing of every student in the program. Therefore, each student is expected to contribute to creating of a strong sense of community, to adhere to all rules, and to be respectful of their fellow classmates and colleagues. Questions may be addressed to the Facilities Manager at soa-va-facilities@columbia.edu.

FALL 2020 COLUMBIA UNIVERSITY COVID RULES:

Visual Arts MFA Students must follow the University COVID rules while using any School of the Arts facility. The Columbia Community Health Compact can be found at <https://covid19.columbia.edu/health-compact>. Please note that these rules will be updated as needed. Any instances of non-compliance for these rules will result in possible loss of access to studios, shops, or the building.

As members of this compact, each of us commits to:

- Wearing a face covering over nose and mouth at all times on campus*
- Keeping at least six feet (two arms lengths) apart from other people whenever possible
- Completing Columbia's symptom tracker app every day before coming to campus or leaving a campus residence hall, and staying home when sick or after possible exposure to COVID-19
- Following basic health precautions including frequent hand washing/sanitizing and workplace and shared-space hygiene
- Following signs and guidance posted throughout campus spaces and buildings
- Participating in testing and contact tracing when required, and isolation and quarantine protocols, when required.

**The only exceptions to required face coverings are when alone in a private room with a closed door and when eating, but must maintain six feet physical distance.*

Each Visual Arts Shop has established specific enhanced safety protocols and policies. All graduate students will be required to attend an orientation to learn the enhanced protocols regardless of whether they have been granted access to that Shop in the prior academic year (2019-20). Students will need to sign an agreement to abide by the rules for each Shop's area following orientation. In addition, students are to abide by these general studio rules, which will be updated as needed and are subject to change:

- Visual Arts students must wear a mask in all areas except when they are alone in their studio space with the door closed.
- There will be a designated # of maximum occupancy for each space. This will be sent to everyone and posted on each door. This may not be violated.
- Students may not gather in large groups that exceed the low-density capacity of specific spaces in SoA Facilities.
- The Visual Arts Program strongly encourages following the Center for Disease Control (CDC) considerations for wearing face masks and not using bandanas, neck gaiters or 'neck fleece,' knitted masks, polyester spandex masks, or masks with exhalation valves. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

GENERAL INFORMATION

1. Studio allocations are normally determined by lottery each academic year. Second year MFA students are given priority over first year MFA students with regard to studio selection. The program reserves the right to re-assign and relocate students if needed. Students will be assigned a storage space in addition to their studio. Students may switch studios only with the approval of the Director of Academic Administration.
2. There may be circumstances requiring the School of the Arts Facilities Manager or University Facilities to access one or more studios for maintenance, repairs, emergency, or other reasons as necessary. While every effort will be made to provide notice to a student prior to entering their studio, such notice may not always be possible.
3. Notification regarding the summer moving timeline will be provided in the spring semester. Students who will be away during the summer must consult with the Visual Arts Office and the School's Facilities Manager to discuss a possible early move and storage of studio belongings.
4. The University assumes no responsibility for the loss or damage of any student's property while working in their studio space, project space, shops, or exhibiting on campus. We advise students to insure their belongings through a homeowner's or a renter's policy.
5. The health and safety of all students is extremely important. All students are required to use Personal Protective Equipment (PPE) such as safety glasses, goggles, ear plugs, gloves or face shields at all times when a process requires such equipment.
6. Students may not smoke, drink alcohol, have parties or large gatherings, or create loud noise in SoA Facilities.

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SECURITY DEPOSIT AND VACATING OF STUDIO:

1. A \$500 security deposit must be paid in advance of obtaining a studio key. This deposit will be applied to the following upon vacating your studio: studio repair costs, Production Center costs incurred to replace missing and damaged equipment and unpaid late fees, project space repair costs and late check out fees, undisposed of items or trash, and any other costs incurred to cover lost or damaged Visual Arts facilities, equipment or late fees during a student's time in the program. Should the \$500 deposit not cover costs or fees for which the student has been found responsible, the student will be invoiced for the remaining amount owed and a dean's hold may be placed on their account. Dean's holds block registration and issuance of the diploma.
2. Rising second year students who forfeit their entire security deposit must pay another \$500 security deposit before obtaining the key for and moving into their second-year studio. Rising second year students who forfeit a portion of their \$500 deposit must pay the amount forfeited before obtaining a key for and moving into their second-year studio. The security deposit will roll over for students who have not forfeited their \$500 deposit.
3. To receive a refund of the \$500 security deposit, students must return their studio key to the same location from which it was obtained, vacate their studio, and the studio must be left in good condition, i.e., the studio must be cleaned, all walls and floors must be left in their original state, and all trash, belongings, and other items must be removed from the building by the move out date. Late fees or costs for lost or damaged equipment must also not be owed.
4. Keys for studios in Watson Hall will be provided by the Visual Arts administrative office located in 310 Dodge Hall. Keys for studios in Prentis Hall will be provided by the Facilities Manager's office located in Prentis. Payments may be made by cash or by check payable to "Columbia University" and submitted to the Visual Arts Administrative Office in 310 Dodge Hall.
5. If a student is locked out of their studio during office hours, a key may be borrowed from the Visual Arts office in Dodge Hall for a studio in Watson or, for studios located in Prentis, from the Facilities Manager in Prentis. Borrowed keys must be returned immediately. If a student is locked out of their studio during the weekend or after regular office hours, the student will be responsible for calling and paying a locksmith.
6. A lost key can be replaced Monday through Friday during office hours by contacting the Facilities Manager. There is a \$25 fee for a replacement key. Note that Columbia security does not have keys to the studios and will not send a campus locksmith.

STUDIO AND FACILITIES RULES

1. Under no circumstances may studios be sublet or used for living or housing purposes, either permanently or temporarily.
2. Smoking in any University building or outside the designated smoking areas is prohibited. For a map of the University's designated smoking areas, see http://policylibrary.columbia.edu/files/policylib/imce_shared/Designated_Smoking_Areas-Map.pdf.
3. Futons, bedding, or any type of combustible furniture is not allowed in the studios or storage areas. Students will be responsible for all costs incurred to remove unauthorized items.
4. All flammable liquids or solvents must be stored in designated areas. If any such items are found outside the designated areas, they will be removed without notice.
5. Open flames, candles, or incense are not permitted under any circumstances.
6. Items may not be left for any length of time outside the studios, storage spaces, building hallways, freight elevators or loading dock areas. Items left in these areas may be removed without warning.
7. All accidents, potential chemical exposures, and other concerns must be reported to the Facilities Manager.
8. Students must consult with the Facilities Manager if any serious repairs must be made. Structural changes may not be made to any studio without written approval from the Facilities Manager.
9. Pets or animals, with the exception of service animals approved by the University's Office of Disability Services, are NOT allowed in any university academic building. Assistance animals, which are different than service animals in that they perform the function of providing emotional support that alleviates one or more identified symptoms or effects of a person's disability, must also be approved by and registered with the Office of Disability Services. If approved, assistance animals are permitted in University Housing or residence halls ONLY.
10. Columbia University ID cards (CUID) may not be used by anyone other than the cardholder.

SHOP RULES

1. Students must be authorized before entering the Wood, Metal, and Ceramics Shops ("the shops"). Authorization requires completion of the Visual Arts program approved Online Safety Course and an in-person training session. For more information, please contact the Shops and Safety Manager.
2. Authorized MFA Visual Arts students ("authorized users") may access the woodshop and the ceramics shop between 8:00 a.m. to 1:00 a.m. daily throughout the year. Authorized users may also access the sculpture classroom/communal work area through the rear entrance of the woodshop 24 hours a day, 7 days a week.
3. Senior Project and sculpture elective students may access the woodshop during class and monitored shop hours ONLY.

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4. Under no circumstances may students work in the shops alone.
5. Safety glasses must be worn at all times. Headphones, rings, and dangling jewelry or other items must be removed. Shoes must be worn at all times, however, open-toed shoes and high heeled shoes are not permitted. Loose-fitting clothing or dangling sleeves are not permitted. Hair beyond chin length must be tied back behind the shoulders. In the metal shop, shorts, yoga pants or leggings, synthetic garments, and canvas shoes are not permitted. Proper shoes and clothing specific to the shops is covered in the in the required in-person training session. For the student's safety, staff may make specific requirements for students in the shops on an *ad hoc* basis.
6. Alcohol is not allowed in the shops at any time or under any circumstances. Students may not enter or work in the shop while intoxicated.
7. Objects may not be hung from the ceiling without permission from staff. Stools or tables may not be used as ladder.
8. Methods and settings taught in the woodshop training must be used at all times.
9. All injuries, no matter how small, unsafe conditions, observed unsafe actions, or "near-miss" incidents must be reported immediately, or as soon as possible thereafter, to staff or the shop monitor.
10. Users must clean up after themselves.

HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS

Students are required to attend the fire safety orientation and required information sessions during orientation week. Students must follow policies and procedures outlined in the Art Safety section of the EH&S website, <http://www.chs.columbia.edu/Arts.html>. The University's Fire Safety Policy and Procedures along with all other relevant safety and building policies must be adhered to.

Electrical

1. Only U.L. listed appliances or equipment may be used in studios.
2. U.L. extension cords for low voltage applications must be of the same grade as the cords they are extending. Extension cords will not extend over 10 feet. Overloading of extension cords is not allowed. No more than 2 extension cords per studio. Extension cords must be grounded and used only while attended. Electrical equipment must never be used near sinks or water.
3. No piece of equipment may be wired from light fixtures or other electrical equipment

Storage and Handling of Hazardous Materials

1. The only solvent permitted for use in University studios is Turpenoid and Gamsol. No turpentine, spray paint, or fixative is permitted in any studios. Gasoline, kerosene, lighter fluids must never be used or stored in studios. Equipment powered by such chemicals is strictly prohibited in any studio area.
2. All flammable or combustible liquid containers, including aerosol cans, must be stored in a labeled closed safety cabinet in the third-floor sculpture classroom.
3. The use of candles, incense, or any sort of open flame is strictly prohibited.
4. Large amounts of combustibles (wood, paper, fabrics, etc.) must not be stored in any studio area. Cut trees, wreaths, and all other "live" decorations are strictly prohibited.
5. Storage or use of large power-operated equipment is not allowed in the studios without written approval from the Facilities Manager.
6. The use or storage of any gas operating equipment such as generators, chain saws, large compressors or machines in any building is strictly prohibited.

Storage and Handling of Chemical Waste

1. Columbia University has a "NO DRAIN DISPOSAL" policy. Unauthorized dumping/disposal of waste or unwanted chemicals is strictly forbidden by University policy and federal, state and local regulations.
2. Waste from arts materials such as clays and glazes, dyes, inks, stains, paints (latex, oil based, and aerosols), thinners/solvents, oils, contaminated rags or solder must be collected and disposed of in the appropriate waste collection containers located throughout Prentiss, Watson and Dodge.
3. Photographic film may contain high levels of silver and must be collected and disposed of through Columbia University's Environmental Health and Safety Office (EH&S).

POLICIES

Environmental Health & Safety:

<https://research.columbia.edu/environmental-health-safety>

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Fire Safety Policy and Procedures: Morningside Campus:

http://policylibrary.columbia.edu/files/policylib/imce_shared/v_Policy_and_Procedures_-_Morningside_Campus.pdf

Fire Safety Policy and Procedures: Morningside Campus (Appendix):

http://policylibrary.columbia.edu/files/policylib/imce_shared/ire_Safety_Policy_and_Procedures_-_Appendix_.pdf

Smoking Policy:

<http://policylibrary.columbia.edu/university-smoking-policy>

Map of Designated Smoking Areas:

http://policylibrary.columbia.edu/files/policylib/imce_shared/Designated_Smoking_Areas-Map.pdf

Disability Services Service and Assistance Animal Guidelines and Procedures:

https://health.columbia.edu/sites/default/files/content/Docs/service_and_assistance_animal_policy.pdf

School of the Arts General Policy on Conduct and Discipline:

<https://arts.columbia.edu/policies/general-policy-conduct-and-discipline>

Policies on Alcohol and Drugs:

<http://www.essential-policies.columbia.edu/policies-alcohol-and-drugs>

Essential Policies for the Columbia Community:

<http://www.essential-policies.columbia.edu>

Columbia University Administrative Policy Library:

<http://policylibrary.columbia.edu>

I understand that if I do not abide by the terms of the above lease and all School of the Arts and University policies, I will be subject to disciplinary action, including probation, suspension, temporary or permanent loss of access to my assigned studio, or dismissal from the program.

PRINT NAME

SIGNATURE

DATE