

HERBERGER INSTITUTE FOR DESIGN AND THE ARTS THE DESIGN SCHOOL

INSTRUCTIONAL AGREEMENT FOR COLD DESK STUDIO (Summer 2016/Fall 2016/Spring 2017 Academic Year)

Student Name _____

School or Department- The Design School

Studio Year _____

ASU Affiliate ID Number _____

Instructor _____

Studio Room Number _____

GENERAL RULES

The privileges of studio space for upper-level and graduate students are in response to the time and space demands of design education. Individualized door locks provide limited access for the purpose of encouraging students to bring personal possessions to studio that support their work. The combination or key for each studio will be given out by your chosen studio representative after the Instructional Agreement for Studio has been read and signed. **Restrict the studio lock combination to those students who are assigned to the specific studio.** Your security depends on it!

Certain items may not be in the studios by order of the Fire Marshall or by other university restrictions.

- **BICYCLES**, unicycles, mopeds, motor bikes, skateboards and other similar forms of transportation **ARE NOT PERMITTED. Any of these items found in a building will be impounded and violators will be fined.**
- **Other prohibited items** include (but are not limited to) **hot plates, toasters, toaster ovens and other high heat electrical appliances** intended for the preparation of foods.

On August 1, 2003 a studio policy was developed to provide essential health, safety and welfare parameters for all students in studio. The Design School Studio Policy specifically addresses physical aspects of the studio with which all studio occupants must comply.

STUDIO WORK AREAS

- Any sound system (CD player, radio, TV or computer) must be used with headphones unless it is an integral part of the scheduled coursework. Anyone wishing to concentrate should not have to ask for quiet from users of sound systems.
- Power tools (i.e. saws, sanders) and spray paint, concrete, plaster or other airborne toxic chemicals must be used in the Institute-provided Prototype/Model Laboratory or in the spray booths only. Please operate the fan when using spray booths.
- Work requiring cutting, gluing, painting, or pouring liquids shall not be done on hallway floors or walls, inside academic classrooms, or in any building common spaces. Cutting and gluing is allowed at the work tables provided in the Tall Hall space for lower-level students.
- Animals are not permitted in the building except for seeing-eye, hearing-ear dogs or animals meeting other handicapped needs.
- Doors to the studio and access to fire extinguishers must remain unencumbered and easily accessible.
- Generally speaking, anything else that does not impinge on the rights of others is acceptable.

CLEANING UP THE STUDIO AT END OF TERM AND WHEN VACATING IT

The care of the studio space, furnishings, fixtures and equipment becomes the responsibility of the students of the specific studio under the guidance of their studio instructor for that semester. While studio space and its contents are meant to support educational needs, it is necessary to leave the studio in good condition as a form of professional respect for other studio classes that will follow. When a studio is vacated at the end of a semester or academic year, it is mandatory that the studio space, its furnishings, fixtures and equipment be returned to the Institute in as close to its original condition as possible. Studio desks and chairs are a specific part of this agreement. **Please do not disassemble the studio desks/chairs nor move desks/chairs from room to room.**

Vacating the studios and removing all personal belongings and projects will occur as posted in the building near the end of each semester. Occupants are responsible for cleaning off desks and tables and discarding trash in the bins provided. This Institute participates in a University-wide recycling program. Your support and participation in environmentally sensitive efforts of the Institute is appreciated.

I understand the terms of this agreement and hereby accept responsibility, along with the other studio members, for the studio named above.

Signature of Studio Member

Date