GRADUATE STUDIO APPLICATION CONTRACT

This application should be filled out each semester you want to have a studio space.

PLEASE CIRCLE ONE       FALL   SPRING   SUMMER   Year   ___________  Major/Concentration

_________________________  __________________________  __________________________  ________________
Last Name                  First Name                   Student ID/EMPLID

_________________________  __________________________  __________________________  ________________
Street Address             City                        State                        Zip Code

Phone                        Alternate Phone          Email

Graduate Studio Fees

   One Time Only $50.00 Deposit (refundable upon vacating and cleaning the studio space)
   $50.00 per semester ($50 for Fall semester, $50 for Spring semester, and $50 for entire Summer)
   Please write separate checks for deposit and rental and remit payment to the CVAD Business Office (ART 106).

   Studio fees are due no later than the Friday of the week classes begin for the semester in which you seek a studio. The
   studio rental and a late fee of $50.00 will be blocked on your student tuition account after 10 business days of non-
   payment. After 30 days of non-payment, you can be evicted. Keep all your receipts.

THIS APPLICATION IS NULL AND VOID WITHOUT THE FOLLOWING SIGNATURE:

I have read and understand the regulations for the studio rental (please see back of form for regulations) and agree to abide by
them, including timely payment of fees. I understand that my financial aid and registration will be blocked if I do not pay the studio
rental fees. I also understand that violation of any University policy or studio regulation (listed on the back of this contract),
including non-payment of fees, is grounds for immediate eviction from the studio space and loss of all future studio privileges.

_____________________________________________  ________________________________
Applicant signature                  Date

Please return this application to the Department of Studio Office in ART 316

For Office Use Only

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GRADUATE STUDIO REGULATIONS

Studio space is available only to students who have been accepted into the MFA Studio program in the College of Visual Arts and Design. Students in a non-degree-seeking status are not eligible. Studio spaces are normally available on a first-come first-served basis but the studio coordinator reserves the right to assign them on a priority basis. **STUDENTS ARE LIMITED TO A MAXIMUM OF SIX SEMESTERS IN A STUDIO SPACE, REGARDLESS OF CIRCUMSTANCES.** **AFTER VACATING, A STUDENT MAY REQUEST AN EXTENSION.**

Studio space is the property of UNT. Campus police, maintenance and custodial personnel, faculty in your area, the Graduate Studio Committee, and other designated officials must have unlimited access to the space for reasons of security, maintenance, health and safety, and educational concerns. Anyone authorized to enter your studio in your absence will have access to a master key, so keep your door locked for security. DO NOT, however, attach any other locking mechanisms to your door. **UNT IS NOT RESPONSIBLE FOR ARTICLES WITHIN YOUR STUDIO. INSURANCE COVERS ONLY THE BUILDING AND ANY EQUIPMENT BELONGING TO UNT. EVEN WITH THE DOORS LOCKED, YOUR BELONGINGS ARE NOT TOTALLY SECURE.**

Please read and initial the following (this application is null and void without initial in each blank). Violation of any of the following regulations is grounds for immediate eviction proceedings:

- **Studio fees must be paid in a timely manner.** Fees are due by the end of the first week of classes each semester. Failure to meet this deadline will result in late fees being assessed.

- **You must be enrolled in a course in your major area or engaged in work for ASTU 5010, 5015 or 5020 in order to qualify for a studio.** Studio space is for work in your major area, and NOT FOR STORAGE. If your space is found being used for storage, you will be removed from the space and lose studio privileges.

- **You cannot maintain a pet (cat, dog, bird, snake, etc) in your studio space.** This is a health and sanitation issue and keeping a pet in the studio is a violation of University policy.

- **You cannot live in your studio.** You may, however, work there at any time of the day or night.

- **You must observe safety precautions and storage guidelines set forth by the Department of Risk Management and Environmental Service (call 940-565-2109 for more info) for hazardous materials such as paint, photo chemicals, and glaze materials, etc. as well as use only university approved appliances in your studio.**

- **You will report building maintenance problems (i.e. clogged sinks, non-functional AC units, broken locks) to the Studio Department Office (940-369-7671) in a prompt manner so the problem can be remedied.**

- **Smoking, consuming alcoholic beverages, listening to loud music, and other activities that justifiably draw complaints from your studio neighbors are prohibited. Smoking in a government building is punishable by law and can result in a steep fine. This is government policy enforced by the City of Denton Fire Marshall.**

- **To comply with the City of Denton Fire Codes, hallways in front of your studio must be kept clear of objects and debris. Bulk materials should not be left outside your studio for more than 24 hours.**

- **To comply with the City of Denton Fire Codes, flammable liquids must be properly stored. Electrical extension cords must be unplugged from the wall outlet when you leave your studio.**

- **To comply with the City of Denton Fire Codes, you cannot burn candles or incense. The Fire Marshall will give citations to people caught using these items. Having a candle with a burned wick counts as a burning candle and can get you a citation.**

- **Your studio must be dusted and/or swept often to maintain the adequate functioning of the air conditioning and heating within Oak Street Hall. Representatives of Facilities Services randomly check buildings to ensure air quality.**

- **Sculptural or environmental installations or any type of marking the facility outside of your studio must have prior authorization from the Graduate Studio Committee.**

- **When you move to another studio or permanently vacate Oak Street or Kendall Hall, all of your things must be out of the studio no later than the Monday following commencement of the semester you vacate the studio. Leaving the studio on time and in good condition qualifies you for a refund on your deposit.**

- **Upon graduation, you must vacate the studio space to make room for new incoming grads. You must remove all of your things, turn in your key, and be out of your studio space no later than the Monday following commencement. Leaving the studio on time and in good condition qualifies you for a refund on your deposit.**

A building that is well maintained and looks good both inside and outside will discourage vandalism; therefore we ask your cooperation in maintaining the facility. We understand that materials will be spilled, things will be hung on the walls, and that all sort of bizarre items will be dragged in to make or inspire you to make art. Please clean your studio out when you vacate it and clean up daily any areas that you may work in outside of your studio.