CUBICLE/STUDIO SPACE POLICIES AND GUIDELINES
FALL & SPRING 2011-12 BID STUDIO CONTRACT

The use of a cubicle/studio is a privilege provided by the Pratt Industrial Design Department to all eligible students. Undergraduate students must read and sign this document to be considered for a space. A studio deposit of $50.00 will be charged at the beginning of the term and eligible student’s deposits will be released or transferred the next semester, if eligible, after the move out date. Studio swipe or key access will be granted after the deposit has been paid.

Undergraduate ID Students are eligible for cubicle/studio space for two consecutive semesters each academic year. All students must be enrolled in a regular sequence of study. All students must be enrolled in a studio course assigned to each studio in their major of study. ID students must be enrolled full time (12 credits) in the program, unless access is granted with special permission from the Chair of ID.

Because the use of cubicle/studio space is a service provided by the institute, cooperation is required from the designer using the space. Failure to comply with the rules and regulations will result in the loss of studio and shop privileges and the possible withholding of grades, transcripts, diplomas and deposits.

The Industrial Design Department will conduct regular studio inspections in the interest of environmental safety and fire. Authorized Institute personnel may enter any studio at anytime.

There is NO SMOKING in studios, fire escapes, or any campus building. No candles or open flames are permitted. No appliances such as hot plates or space heaters are permitted. They will be removed without warning.

There is NO ALCOHOL OR OTHER CONTROLLED SUBSTANCES ALLOWED IN STUDIOS OR ANY CAMPUS BUILDING.

Keep Studio doors locked at all times. In case of emergency call Security (x3540).

Students may not live in their cubicle/studio.
Individual studios must be relatively clean. No food may be left out overnight. All common and shared areas must be kept clean, or common area privileges will be lost. Students are responsible for cleaning their own space and removing waste material regularly to the proper containers.

ALL STUDIO CONTAINERS MUST BE PROPERLY SEALED AND CLEARLY LABELED; otherwise they will be confiscated and disposed of.

**Turpentine and Pressure Treated Wood** is specifically forbidden by the Institute, and will be confiscated. Alternative solvents such as OMS, Turpenoid or EcoHouse maybe used.

NO SPRAY PAINT, SPRAY FIXITIVE, POLYESTER RESINS, OR TWO PART MOLD/CASTING RESINS MAY BE USED IN STUDIOS OR HALLWAYS. Students must use the spray booths on Campus when working with spray paints, fixatives, or adhesives. There are spray booths located in the Main Building 3rd Floor, Steuben 3rd Floor, @ in Higgins Hall, Pratt Studios 5th Floor ID shop, Engineering 3rd Floor/Plastic Studio, and Engineering Basement small booth. **ALL resin/plastic casting MAY ONLY be done in the Plastics Room in the 5th Floor shop.**

BLUE/PINK FOAM HOT WIRE CUTTING MAY ONLY BE DONE IN THE PLASTICS ROOM in the 5th floor shop.

SANDING of any material IS NOT ALLOWED IN ANY STUDIOS. All sanding must be done in either the Engineering shop or Pratt Studios 5th floor shop. Wet sanding of plaster may be permitted if proper precautions are taken.

All unused furniture, supplies and lumber must be recycled. Students are responsible for disposing of large amounts of debris and materials in the Dumpster near Physical Plant. Contact the Shop technicians in your area (5th Floor Pratt Studios or Engineering Basement) for instructions.

Keep Exit Doors, electrical boxes and fire lanes, and fire escapes clear of materials and debris. Do not leave anything in the hallways! All artwork, materials or debris left in hallways will be discarded without notice. **FIRE ESCAPES ARE NOT TO BE USED FOR ANY PURPOSE OTHER THAN TO ESCAPE A FIRE IN AN EMERGENCY SITUATION.**

Do not store any material that is not intended for a school project. Materials(s) that occupy an amount of space which administration deems to be excessive or material that is deemed to be hazardous must be removed by the owner. No hazardous liquids/materials or flammable liquids/solvents are allowed to be stored in any studios. If you are storing materials in a designated storage area
you must have your name and current phone number on the materials, otherwise it will be thrown away.

Students may not structurally modify spaces and are responsible for any damages incurred while using the space and must return the studio/cubicle to its original condition. No additional or personal locks can be put on the door or lockers; all departmental locks must remain on lockers.

Students are only allowed one studio/cubicle space per person. Switching spaces without permission is prohibited. Contact the Departmental Advisor in the ID office for Studio changes. Students may not permit any part of the studio/cubicle to be shared by a person not assigned to a space. Cubicle/Studio space may not be used as storage spaces. Any student not actively using their studios will lose their privileges and the studio will be reassigned to another student. Students must notify the Departmental Assistant if a key is lost. Replacement fee is $25.00.

Do not leave laptops, cell phones, cameras, wallets, or CD players in studios or galleries unattended. The Institute is not responsible for the loss or theft of personal belongings.

Cubicle/Studio spaces are not considered vacant until a Shop Technician or the Departmental Assistant has physically walked through and checked out the studio space with the student using the Studio Check-out Form. The student is expected to remove all materials and debris upon vacating. ALL SPACES MUST BE LEFT BROOM CLEAN with spackle and paint covering any marks or holes.

STUDIO CHECK OUT FOR THE FALL SEMESTER FOR ALL STUDIOS (with the exception of sophomore, which will be for one academic year) BEGINS THE FIRST DAY OF ID VIEW AND WILL CONTINUE FOR ONE WEEK (7 DAYS) FOLLOWING. SPRING SEMESTER STUDIO CHECK OUT WILL APPLY TO ALL UNDERGRADUATE STUDENTS AND WILL CONTINUE FOR ONE WEEK AFTER THE FIRST DAY OF ID VIEW. Please pay attention to posted deadlines for specific dates. Studio assignments are correlated directly with a studio course. Failure to clean and remove items from studio spaces by the required date will result in the following: Grades, transcripts, diplomas and deposits will be withheld and the student may be responsible for costs incurred due to damages or additional cleaning.

Students are responsible for notifying the Departmental Assistant of any changes in address, phone numbers, and e-mail addresses.

Students must adhere to the policies and regulations expressed here, as well as, the institute rules and expectations which are outlined in the

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Waste Disposal guide and Student Handbook, as well as the Pratt Institute Guide to the Safe Use of Art Materials. Students are expected to conduct themselves in a manner appropriate to a community environment, and to comply with all federal, state, and local laws and regulations. Students who fail to comply with these guidelines can be found personally liable.

______ please initial
UNDERGRADUATE STUDIO CONTRACT AGREEMENT

BY SIGNING THIS POLICY, I AGREE TO THE TERMS USE, RULES AND REGULATIONS ABOVE. PLEASE RETURN LAST 2 PAGES TO ID OFFICE.

NAME (PRINTED): ________________________________________________________________

ID NUMBER: ______________________

STUDIO NUMBER: _________________

DESK NUMBER: ___________________

MAJOR/GRADUATION DATE: _____________________________________________

PHONE: _________________________ CELL PHONE: _________________________

ADDRESS: ________________________________________________________________

E-MAIL: _________________________________________________________________

EMERGENCY CONTACT: _____________________________________________

SIGNATURE: ____________________________________________________________

**Locker Rules and Regulations**

Locker Location: __________ Locker # ___________ Lock/Key # ___________

☐ I agree to pay a key deposit of $25 for a locker space with an assigned lock and a key

☐ I agree not to remove/relocate departmental locks onto a different locker

do not replace departmental locks with a personal private lock

☐ I agree not to cut, vandalize, damage, or destroy locks or lockers

do not store and hazardous materials or illegal substances in the rented locker

☐ I agree to keep the locker remaining locked upon returning the key to the office after the check out procedure

See Department Assistant or Locker Technician when keys are lost. Students will be fined $5 for key replacement and charged $25 for altering the original conditions of locks or lockers.

Check out procedure:
Department Assistant, Locker Technician, or office workstudy must physically check lockers before the student receives their key deposit. ***It is the student’s responsibility to clean out the locker and return it to its original condition before checking out.

**Studio Assignments and Deposits:**

ASSIGNED STUDIO SPACE FOR FALL 2011:
Location:_________________________ Desk #:__________

ASSIGNED STUDIO SPACE FOR SPRING 2012:
Location:______________________________ Desk #:__________

*A studio deposit of $50.00 is collected at the start of the year. Please combine all your payments in ONE check made out to Pratt Institute and include your ID number in the memo line. Deadline to pay is the last day of add/drop during the semester of enrollment. If you do not pay your deposit by the deadline, your swipe access will be removed until you do so.

STAFF CHECKLIST (for office use only):

☐ Studio deposit paid by check or money order.
☐ Locker deposit of $25 paid.
☐ Studio key # given (if applicable): ____________

TOTAL PAID: [ ]

Check #: ____________________________