

University of Tennessee, Knoxville School of Art  
Graduate Studio Contract

School of Art graduate studios are communal spaces and as such each member of the graduate community must adhere to the following rules in order to maintain a safe, clean, and welcoming studio space for all members.

### Studio Rules

- Alcohol and Drugs are not permitted on campus. Do not consume or store alcohol, drugs, or drug paraphernalia on campus, including in your studio. Studios belong to UTK and are not private residences.
- UT is a smoke-free campus.
- Your individual studios are not ventilated for materials that are dangerous to breathe. Use the spray booths in the metal yard behind the Art + Architecture Building or the spray booth in the A+A Woodshop for all noxious materials.
- Follow proper OSHA guidelines and utilize appropriate personal protective equipment. If you need guidance, please consult one of our studio techs and your area faculty.
- Students must properly dispose of all chemical waste, batteries, broken equipment, etc. Consult your area about where to dispose of waste. Do not leave it as a donation or discard it in the dumpster. UTK has a recycling program.
- Your safety is paramount. Never leave the door of the studio space propped open. Shut the door firmly behind you. Never let anyone in the studio whom you do not know. If they should have access, they will have a key.
- If you use communal areas to build, you must use the shop vac to clean up after each use and discard in a dumpster all scrap waste.
- You may only use the studio that was assigned to you. If additional space is available and needed, first ask the area faculty and DGS for permission to use it. A contract of temporary use will be drafted for additional space.
- All halls and communal areas must remain clear of storage. Do not move cabinets or shelves into halls.
- There are group storage areas. All items in this storage must relate to your studio practice. All items must be labeled with your name and be organized in order to make the most efficient use of the group storage. Your storage should be in the area designated for your studios. If you move your studio, move your storage. When you graduate, you must remove all of your storage.
- Headphones should be used to listen to music unless everyone present agrees to music selection and volume.

- Cultivate and maintain an atmosphere of mutual respect amongst your peers.
- Report all accidents, incidents, and studio issues to area faculty and the DGS as soon as they occur.
- Students will be responsible for the repair or replacement of equipment damaged due to misuse.
- Please review the [UTK pet policy](#).
- Access to a private studio is a privilege and failure to adhere to above policies may result in the loss of studio privileges.

### Move out procedures

- Graduating MFA students must move out of studios by June 1. If returning students are moving to a vacated studio, the student must move out of their studio and into a new one by July 1.
- Leave your studio furniture clean and floor mopped.
- Leave your walls freshly painted with provided paint.
- Let your area faculty or PILOT chair know when you have completed this cleaning so they can do a walk-through inspection.
- Leave any studio furniture that was provided with the studio.
- Do not donate any of your own materials or furniture, such as couches, to the studio. If you are gifting materials or furniture to someone in the program, please move it to their studio.

By signing below, I understand and agree to the above policies.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_