

Rhode Island School of Design Studio Space Agreement and Assignment Terms

The quality of the working and physical environment at RISD is everyone's responsibility. Although your studio has been assigned to you as your work space, it is a part of the RISD physical community, and what you do in your studio may affect not only your own health and safety but also that of others. If you are aware of a health or safety issue in your studio or your building, or if you are unsure if a process or material that you want to use is safe, you should seek immediate guidance from your Department Head or Dean, Facilities, Public Safety or Environmental Health and Safety (EHS) - See list of phone numbers below.

The intention of this agreement is for students, faculty and staff to work towards ensuring that studio conditions are acceptable for the individual student and the collective good of all. In addition to environmental concerns, this agreement also addresses some general rules of courtesy and safety. The agreement has been collaboratively developed by the Office of the Provost, the Department Heads and the Deans.

Student name: _____ Student Cell Phone: _____

Department: _____

Assigned studio: _____
(Building, room number and studio letter)

For semester(s) _____, 20____, to _____, 20____

In accepting a studio assignment, you agree to the following terms and conditions. The College may terminate your studio privileges, close your studio, and/or initiate disciplinary action if you violate these terms and conditions or for other reasons the College deems appropriate.

- The studio may be used only for the conduct of RISD-related educational work, only during scheduled building access hours, and only by students in the department or taking a course in the department, as per the schedule published and distributed by the Office of the Registrar. Specific authorization must be obtained, in advance, for any other use or user. Studios may never be used for personal storage or as social or living space.
- All activities in the studio must also be conducted in compliance with all applicable environmental and other laws and regulations and RISD policies, and with any additional directions and requests of any RISD official. Some of the most important, but not all, such laws, regulations and policies are described in the following sections.
- The studio must be maintained in a clean and orderly condition at all times, consistent with its proper use. All designated fire corridors must be kept free of obstructions. Stairways, hallways and other common areas must be kept open and free of obstruction as well. Windows may not be blocked except by appropriate shades or blinds. Portable air-conditioners can not be installed without explicit approval from the Department Head.
- Defacement of public spaces (e.g., graffiti) is prohibited.
- At the conclusion of the term of use of the studio, it must be left clean and in good condition, notwithstanding reasonable wear and tear.
- In buildings where such materials are allowed, all paints, solvents, cements and chemicals must be kept in properly labeled containers appropriate to their use. All such materials, when not in use, must be stored in safety cabinets provided. Whenever possible, non-toxic materials should be used. You should obtain the Material Safety Data Sheet for any material used and use personal safety equipment (obtain goggles, gloves, aprons, etc.) when using toxic materials. No toxic chemicals may ever be rinsed down the sinks or drains.
- Chemicals specifically prohibited by your department (see attached, if applicable) may not be used or kept in the studio.
- Clay and plaster may be used only in specifically designated studios, and residual dust must be contained for disposal.

- Trash or rags that contain or have come in contact with flammables must be disposed of in the red containers. If needed, one can be provided.
- Open flames, torches, welding equipment, and the like may be used only in specifically designated areas. Personal electrical appliances such as portable heaters and hot plates are not permitted. Any of the above items may be confiscated by representatives of RISD. Extension cords must be heavy gauge and must be used in a safe and appropriate manner.
- All installation art (exterior and interior) must be accompanied with a pre-approved Installation Site Permit form. The installation must be pre-approved by an appropriate Faculty member, Department Head or Department Technician prior to installation. Any installation that is not approved via this process may be immediately removed.

In addition, the following rules apply to all RISD facilities, including assigned studios:

- Hazardous materials and chemicals may be used or kept in RISD facilities only if they have been specifically authorized for use, they are being used in connection with RISD’s art programs, and they are being used in accordance with all applicable laws, regulations, and RISD policies. Metallic mercury, asbestos, explosive compounds, biological agents, and other such materials have no place in RISD’s programs, and the possession or use of such materials without specific written permission will be dealt with severely.
- Anyone with knowledge of a chemical or other hazardous material spill in any RISD facility must immediately report the spill to Public Safety at 277-4848 or 454-6666.
- Smoking is not permitted in any RISD building or entryways at any time.
- The possession and/or consumption of alcoholic beverages is prohibited in all RISD facilities unless you have obtained prior approval in accordance with RISD’s Guidelines for the Service and Consumption of Alcohol on Campus.
- The possession and/or use of illegal drugs at RISD is strictly prohibited.
- Animals (other than authorized service animals) are not allowed inside RISD buildings.
- Doors to the outside or roof of our buildings may not be propped open. On our urban campus this is a serious breach of security and safety.

In accepting the terms listed above, it is understood that RISD is not responsible for the loss or theft of personal items brought into or left in the studio, and it is also understood that officers of the College, such as the Division Dean, Department Head, Director of Public Safety and/or the Manager of Environmental Health and Safety, may inspect the studio at any time. In the event that unsafe conditions are found to exist, use of the studio must immediately cease and not be resumed until the unsafe conditions are remedied. Certain safety issues may require that the use of all studios in a suite of studios be suspended until conditions are remedied.

I understand the terms and conditions listed above and I will use the designated studio space in accordance with them.

Student signature

Date

Department Signature

Date

Important phone numbers

Department Head:_____

Dean:_____

Alan Cantara, Manager of Environmental Health and Safety: 454-6780

Public Safety Emergency: 277-4848 or 454-6666