

NAME \_\_\_\_\_  
BLDG \_\_\_\_\_ ROOM # \_\_\_\_\_

CONTRACT for the MFA-GRADUATE STUDIOS  
RICHMOND FIELD STATION

<http://ops-bgc.berkeley.edu/>

The following policies also relate to the use of the buildings, grounds, and equipment located on any campus site under the jurisdiction of the ART Department.

**This contract will be in force during the following dates of permitted availability:  
AUGUST 15, 2019 through JULY 31, 2021**

***STUDIO SPACE:***

I agree to pay \$250 (Cal 1 Card) to Robert Lewis at 345 Kroeber Hall, Department of Art Practice for use of a studio for two years. This amount will be refunded when my studio has been vacated and determined by Art Department personnel to be left in a 'broom clean' state; if not, I will forfeit my \$250.

I also agree to pay an \$22 Fee for the RFS building key and RFS Photo ID Gate key via check or money order made out to the UC Regents. Post-graduation I will return my RFS Building Key & Photo ID Gate Pass to Katherine Hetzner at RFS's MAIN OFFICE. The \$22 fee is non-refundable.

I understand that if my studio is not left in 'broom clean' condition, as this contract states, an additional fee may be charged, and my studio deposit withheld.

***Initial***

***BUILDING USAGE:***

- ✓ **NON-SMOKING POLICY** • This is a non-smoking campus. No smoking on any University property.
- ✓ **FIRE HAZARD CONCERNS** • Do not drive or park off the cement/asphalt, except where designated. No open fires, flames, candles, incense of any kind.
- ✓ **BUILDING SECURITY** • The studio buildings must be locked at all times. Lock all doors and windows when you leave.
- ✓ **DOORS** • Most of the studios spaces do not have doors due to the fire code. Students may not install doors. If more privacy is desired, a curtain or a room divider may be installed across the doorway **after the Art Department Office has approved it**. Studios with doors **must not be locked**.
- ✓ **ELECTRICAL APPLIANCES** • Small electrical appliances are **not** permitted in individual studios. This applies to: hot plates, irons, refrigerators, and electric heaters. There will be no exceptions. The **common kitchen areas** in BUILDING 152 & 161 are the only acceptable spaces for appliances. These appliances must be kept clear of flammable materials. Having at least 6" clearance space all around. **Do not "Daisy Chain" extension cords!** "Daisy Chained" extension cords can only be used temporarily. Do not block the electric panel in building/studio 152.10 or main area in 161.
- ✓ **NON-STUDIO USAGE** • Your studio is a creative workspace, not living quarters or a storage facility. **Overnight sleeping is not permitted.** An occasional nap is understandable, but habitual sleeping is not acceptable.
- ✓ **GARBAGE AND RODENTS** • All food storage outside of the refrigerator needs to be in closed sealed metal or plastic containers. **Unattended food and waste needs to be disposed of properly. All Garbage needs to be in lidded/closed containers.** Seal plastic liner and dispose of trash in the lidded bins provided by RFS, inside and outside the studios. **ALL party debris must be disposed of immediately.** Be aware of the Cal Zero Waste Program. Use the proper trash bin when throwing out trash=Black, compost=Green, bottles and cans=Blue.
- ✓ **BUILDING REPAIRS/ALTERATIONS** • **NO permanent building renovations or repairs are to be undertaken by students.** The RFS office is responsible for repairs. **If you are considering a temporary art related construction you must also inform Ricki Dwyer, Art Practice Faculty, and Justin Cocks, the RFS Facilities Manager.**

Justin's contact info is 510-665-3510 or 510-220-2712 [justincocke@berkeley.edu](mailto:justincocke@berkeley.edu)

- ✓ **HANDLING OF TOXIC/CHEMICAL MATERIALS** • I will follow the University's guidelines for properly disposing of my toxic/chemical waste.
  - If I use chemicals on campus property I will obtain and maintain a berkeley.edu email address. You will be responsible for inputting your chemicals into the EH&S, Chemical Inventory data base. <https://ehs.berkeley.edu/chemical-safety/chemical-inventory>
  - If I use chemicals and create toxic waste I may be required to successfully complete on-line Training through EH&S's web site...if requested. <https://ehs.berkeley.edu/training>
  - I will not pour toxic substances (paints, solvents, lubricants, corrosives, toxic products, plaster/cement/ dirt, including many water based-materials) down the sink drains. I will learn to dispose of my waste properly. <https://ehs.berkeley.edu/environmental-protection/drain-disposal-restrictions>
- I will not throw any toxic/chemicals in the trash. I will place waste in blue 55-gallon Waste Disposal Drum in 152.
- I will keep all lids on chemicals and dispose of my waste properly. Do not air-dry chemicals.
- I will **LID AND LABEL** (oil/water based, name & date) all chemicals that are being stored in secondary containers. There are black sharpie markers and tape available.
- I will store all flammable chemicals in the yellow flammable cabinets. Marking the label with my name and date.
- I will not store chemicals/toxic materials in the refrigerator with food.
- For your use, there are New and Used Red Rag Containers. To prevent a Spontaneous Combustion occurrence, solvent soaked rags must not be left to air dry and must be put into a self-closing Used Red Rag Container after use.
- A Safety Kleen unit is available in building 161 to assist cleaning oil-based solvents from brushes and parts. Use available safety gloves and eye wear when using.
- I will not disturb, remove or haul in any foreign dirt at/to RFS.
- If I use a fire extinguisher, I will inform Sarah-Dawn and Justin as soon as possible.
- Removal of any EH&S signage is prohibited.
- ✓ **EMERGENCY CONTACTS** •
  - To report hazardous materials spills, air releases, nuisance conditions (noise, odors, or dust), or threats to wildlife, contact EH&S at (510) 642-3073.
  - After hours Emergency call UC Police Department (UCPD) at (510) 642-3333.
  - To report a suspicious person or other non-emergency incident, call UCPD Dispatch, (510) 642-6760.
  - For fire or life-threatening emergencies call 911 (California Highway Patrol).

*Initial*

### **COMMUNITY RULES:**

I realize that my studio space is part of a larger working community and will respect the privacy and needs of other occupants of the studio buildings, and RFS at large.

1. I will not borrow things from others in the buildings or from the outside grounds/dumpsters without gaining prior permission.
2. I will use the Primary front doors of each building for entering and exiting.
3. I agree that in my studio or building there will be: **no private parties, no loud music, no alcohol and no drugs.**
4. I will not play music or audio material, which will in any way disturb the activities of other individuals, and if requested, I agree to turn it down or off immediately. It is recommended that students use personal stereo headsets to avoid the possibility of disturbing others.
5. I agree to do my part to **keep the communal areas clean**, especially the food preparation area, sink, storage, waste, and outdoors areas. I will keep my studio space clean.
6. Exit doors, hallways and ways of egress must be maintained clear and free for an emergency exit at all times. Furnishings, equipment, carts, and other obstacles must not be left to block egress at any time.
7. **I will preserve building security by locking doors and windows in my area when I leave. I will turn lights and heaters off when not in use.**
8. My presence is required when parking any vehicle(s) at RFS. No extended unattended parking allowed.
9. I will not build or store projects outside buildings without prior approval.
10. If I brought to or attained anything from another RFS residence, I am responsible for removing whatever it is, from RFS. RFS is not the place to dump your stuff. The department will deduct removal expenses from your deposit.

*Initial*

**GUESTS:**

- Outside guests must be accompanied by their host/hostesses at all times.
- If children are present they must be closely supervised at all times.
- Pets are not allowed on any grounds, as per campus policy.

**STUDIO LIAISON & EHS MONITOR:**

YOUR FIRST POINT OF CONTACT FOR NON-EMERGENCY ISSUES

The Art Department’s Studio Liaison is **Ricki Dwyer**, cell: 415-717-8896, [rickidwyer@berkeley.edu](mailto:rickidwyer@berkeley.edu) The Studio Liaison is your contact person for matters concerning:

- **Train/Supervise Grads to Properly handle and dispose of their toxic materials and wastes.**
- Request paint and painting equipment, Safety Kleen unit issues, new/used rags via her.
- Building and Maintenance issues – i.e., housekeeping issues, broken lights, heating problems, broken windows, spiders, etc.
- Duties are posted in building 152
- Move-out/in questions/concerns

**MOVING SPACES AND MOVING OUT:**

**FOR SECOND YEAR GRADS:**

I WILL REMOVE ALL MY BELONGINGS AND LEAVE MY STUDIO SPACE, HALLWAYS, STORAGE CONTAINER, FLAMMABLE CABINET CHEMICAL AND EXTERIOR OF BUILDING FOR THE NEXT INHABITANT IN **“BROOM CLEAN”** CONDITION **BY FRIDAY, JULY 31<sup>ST</sup>, 2021.**

“BROOM CLEAN” means:

- ALL Spaces will be left vacant – empty of all personal property and “reusable materials”
- Empty of artwork and furniture
- Empty of all garbage or debris
- Free of serious filth
- Floors swept clean, scraped as needed and painted gray (paint provided by department)
- Walls patched and painted white (paint provided by department)
- Yellow flammable cabinet empty of my chemicals
- Return all Keys to appropriate offices

**FOR FIRST YEAR GRADS:**

- If you are planning to switch studios after your first year you can use the first week of August for the move but you must be completely moved out of your old space by **Aug 10, 2020**. Any proposed space changes must be approved by the Grad Advisor at the end of the school year.
- **DESIGNATED SUMMER STORAGE OF ARTWORK** • If you are leaving the area for the summer and moving into a new studio for the Fall term, you must move all of your belongings to the designated Summer storage room no later than June 1<sup>st</sup>.

**IF THESE CONDITIONS ARE NOT MET, AN ADDITIONAL FEE MAY BE CHARGED, MY KEY/STUDIO DEPOSIT WITHHELD, OR MY DEGREE BLOCKED.**

**I UNDERSTAND THAT IF AT ANY TIME I DO NOT ABIDE BY THESE RULES, I WILL FORFEIT MY PRIVILEGE TO HAVE A UNIVERSITY PROVIDED STUDIO.**

I have read and understood the terms noted above and agree to abide by these policies

NAME \_\_\_\_\_ SID# \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ DATE \_\_\_\_\_

BERKELEY.EDU ADDRESS \_\_\_\_\_

The Department of Art Practice reserves the right to change policies without prior notice. Revised 8/2019