

2023–2024 Graduate Academic Workspace Agreement

GRADUATE STUDIES /

This Agreement provides the terms and guidelines for the use of studios, workspaces, and facilities for graduate programs at MICA. It identifies your assigned workspace for your independent work and also outlines your responsibilities as a member of a creative community. Graduate studios and workspaces are dedicated to the intellectual, creative, and personal growth of MICA graduate students. As part of this community and in the use of graduate facilities, all students are expected to adhere to [MICA's core values](#) and be tolerant of divergent opinions, differing belief systems, backgrounds, voices, aspirations, and modes of aesthetic production. You are also expected to follow these guidelines to ensure personal safety and well-being.

The Office of Graduate Studies is here to support your artmaking and enable your success at MICA. If you have any questions about this Agreement and the use of your workspace, please refer to the contact information on Page 7.

Access to Graduate Spaces

All currently enrolled MFA and MA students are provided 24/7 access to individual or collaborative workspaces while their program's classes are in session and during Spring Break. Access is limited during the College's other designated break periods and holidays. Full-time (traditional, academic-year) MFA students typically maintain studio access during the summer months between their first and second year of study.

Access to College buildings may be reduced or limited during the College's designated break periods (including Winter Break), planned closure days, and holidays. All College offices and most buildings are **closed** on official College holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. Special projects such as renovations, repairs, etc. may also alter the use of and access to workspaces covered by this Agreement. Reduced building hours and access to graduate studios and workspaces due to any of the above will be published and/or communicated with as much advance notice as is reasonably possible.

Students are issued a MICA ID card that provides access to their program's studio areas and associated support services and shops. Graduate students do not have individual access to graduate studios/workspaces outside of their enrolled program, or to undergraduate spaces on campus. **Keep your MICA ID card visible and available at all times.** Be prepared to present your ID to Campus Safety officers when entering campus buildings. For your safety, all lockable doors should be kept locked at all times. Do not prop open doors or leave laptops, cell phones, cameras, or other personal items in studios or collaborative workspaces unattended. MICA is not responsible for damage, loss or theft of personal belongings or artwork. Homeowners or renters insurance is recommended to cover unforeseen loss or damages.

A valid parking permit is required to park in all College lots, including Lazarus Center, Mount Royal Station Building, and Maryland Avenue Lots. Permits must be obtained through Campus Safety. The purchase of a parking permit does not guarantee a parking space: parking is on a first-come, first-served basis. Those who park in areas other than marked, designated spaces or in reserved spaces without a visible disability placard or license plate risk being fined. Students must be in a campus building while parked on campus. MICA is not responsible for damage to vehicles kept on a campus lot or for the theft of valuables left in cars.

Move-In

Graduate students select or are assigned a workspace in accordance with instructions provided by Program Directors and the Office of Graduate Studies. Upon arrival, inspect your studio or workspace and report any problems or issues to the Operations Program Coordinator and your Program Director. Take photos of any damage for future reference. **Complete the Independent Studio Identification Form posted outside your studio with the studio number, your name, email address and your Program Director's name.** Keep this form posted outside the entrance to your studio for the duration of your occupancy.

Changing Your Studio/Workspace Assignment

Students who wish to change their space assignment to a new location must first obtain approval from their Program Director. **Once this permission has been obtained, students must notify the Operations Program Coordinator of their intent to move and the location to which they intend to move.** The terms of this Agreement shall cover any and all spaces to which a student is assigned during their entire period of residency in MICA graduate facilities.

During seasonal and designated break periods (including Summer Break), Building Services and Facilities Management will perform maintenance and cleaning of unoccupied studios, including those vacated by students who have graduated, left MICA, or moved workspaces under other circumstances. **No student is permitted to move into a new studio or workspace until the Office of Graduate Studies has confirmed that Facilities Management has completed this work and notified students accordingly by email.**

Use of Graduate Spaces

Studios are exclusively for professional artmaking activities. College policy and legal requirements forbid the use of studios as living/eating spaces.

Additions, alterations, expansions, and wall-hanging shelves are not permitted. Do not paint, mark or glue any permanent substance on the windows. For your safety, any modifications made to studio windows to allow them to fully open are prohibited. Do not block or hang anything from light fixtures, plumbing or sprinkler systems. The use of any materials, curtains, or fabric (other than those provided by MICA) and the addition of locks or other hardware to block studio entrances is prohibited. Use drop cloths to protect floors from damage. Do not bring furniture or appliances into the building unless these items are directly related to your work. Futons and beds are strictly prohibited. **Anything that is brought into the space must be removed during the move-out process.**

Students may only use tools approved for individual studio use. This includes unpowered hand tools such as screwdrivers, pliers, and handsaws. Battery-powered and corded drills and drivers are permitted when being used with standard bits. Stationary power tools, powered saws, grinders, gas-power tools, welders, and other power tools are not permitted. Students must have appropriate work surfaces and clamps for safe work. All tools and cords must be in proper working order, and used in compliance with guidelines provided by the manufacturer, workplace safety regulations, and MICA shop policy.

You are responsible for keeping your individual studio/workspace clean. Building Services does not enter studios to perform routine cleaning or remove trash. Students occupying individual studios should use and return tools (brooms, dustpans, etc.) provided at Housekeeping Stations to keep spaces clean. Waste must be placed in recycle bins or garbage cans outside of studios. Students are responsible for removing or arranging for removal of bulk trash to MICA dumpsters. Materials and supplies must be neatly stored within the confines of your studio, in designated storage areas and/or outside of exit aisles. This applies to work in progress and completed artwork.

Community Expectations

Be considerate of your peers. Do not disturb others while working. Loud music, long and frequent cell phone calls, and other disruptive behavior interferes with others' ability to work.

Artists in co-working spaces are encouraged to work directly to resolve issues or concerns. Reasonable noises will occur, including conversations and activities related to artmaking. Artists especially sensitive to noise should consider noise-canceling headphones. Artists who anticipate work that will generate loud, sustained noise should make an effort to alert others in advance (by email or other means) and also personally check in with occupants of neighboring studios before beginning.

You are expected to clean up after yourself in all common and shared spaces. Communal appliances (refrigerators, microwaves) must be cleaned regularly by individual users after each use. All stored food items must be labeled with a date and name. Open food packages and other food waste attract pests—store and/or dispose of all food items and trash appropriately. Shared spaces (lounges, kitchenettes) must be cleaned and cleared of personal belongings on a routine basis and especially during Community Clean-Up Week, which coincides with the last week of classes. Dumpsters will be provided during this time.

Pets are permitted on MICA's campus, in accordance with published policy. All pets must be MICA-registered, leashed, and properly cared for. No pets are allowed in any studio or workspace without the owner present. For additional information, please review MICA's full [Pet Policy](#).

Visitors & Guests

Guests are the responsibility of their host, who must ensure their guest complies with all access policies. **Visitors and guests must sign in with a valid photo ID at the Campus Safety desk in any College building, and must be accompanied by a current MICA student, faculty, or staff member at all times. Visitors are not permitted in campus buildings from 9:00 PM to 8:00 AM.**

Individuals who do not have a legitimate reason for being on campus or in a College building, and/or who refuse to comply with requests to leave may be subject to arrest for trespassing. Use of keys, access cards, and/or accessing systems in a manner contrary to the safety and security of the community or to the detriment of the College's property and facilities will result in disciplinary action.

Alcohol, Drug & Smoking Policy

Absolutely no smoking, alcohol or drugs are permitted in any MICA studios, workspaces, stairwells or classroom areas. Students who violate this policy will be subject to disciplinary action.

Smoking and all vapor delivery devices (including e-cigarettes, vaporizers, vape pens, mods, etc.) are prohibited in all indoor campus spaces and outdoors within 25 feet of any campus building. Ashtrays are provided in areas where smoking and vaping are permitted, and smokers are encouraged to use them instead of campus sidewalks and lawns when extinguishing their cigarettes.

Open containers of alcohol are not permitted in any of the public or common spaces on campus, including courtyards, stairwells, or parking lots. Students may not have full, partial, or even empty containers of alcohol in their independent studios or workspaces. Any containers that are found will be confiscated and the student will face disciplinary action.

Hazardous Materials & Personal Protection

Each program will compile and make available a binder of all relevant hazardous materials at locations of hazardous chemical use. Know the hazards and ratings for all materials and always follow all SDS (Safety Data Sheet) precautions, safe storage and disposal, and first aid emergency procedures.

Students wishing to use hazardous materials not already included in the SDS binder for their area must get written permission from an instructor and provide the shop technician or Program Director with an applicable SDS.

Always evaluate the risks associated with specific hazards. The results of this evaluation should give guidance in the selection of risk management techniques such as elimination, substitution, methods for minimizing hazards, and utilizing personal protective equipment. Personal Protective Equipment (PPE) is available at the College Store and must be utilized as necessary.

The use of bio-hazardous waste is not permitted in studios. Bio-hazardous waste is defined as all biologically contaminated waste that could potentially cause harm, i.e. human and animal blood, tissues, body fluids, dead animals, and human or animal pathogens.

Do not use toxic substances or processes that may affect others working in the same space. Specifically vented areas will be labeled as "Ventilation" and these areas must be used when working with toxic materials. When possible, substitute less toxic materials. Some pastels and chalks contain highly toxic pigments or heavy metals and should be used with caution. Spray paints, fixatives, or adhesives may not be sprayed indoors except in designated spray rooms equipped with proper ventilation. Follow all posted spray room guidelines: close the door when in use and wear proper respiratory protection. Do not store flammable chemicals such as paints or spray cans in the spray room. Allow adequate time for materials to off-gas/dry prior to removal from the booth.

All chemical containers must be clearly marked with the manufacturer's labels. If hazardous chemicals are repackaged, they must be clearly labeled in accordance with applicable Globally Harmonized System (GHS) standards. At a minimum, all labels shall include product name, signal word, hazard and precautionary statements, manufacturer information, and hazard pictograms. Label stickers are available on the Health and Safety Boards for your use. Use only tightly re-sealable containers for chemicals. Flammable chemicals must be stored in flame resistant cabinets. Do not use secondary containers for storage of chemicals unless former labels are fully removed and the new contents are clearly labeled in accordance with GHS.

Do not pour any hazardous chemicals down sinks, toilets, or drinking fountains. Industrial sinks are not to be used for anything other than artmaking purposes. Acrylic waste materials should be allowed to dry, and then discarded in the trash. Never leave flammable liquids uncovered, or dispose of them in anything other than a MICA-provided disposal drum/red can. Use the red funnel drums to dispose of unwanted flammable liquids (i.e. Gamsol), and use red step cans for materials that have been soaked in flammable liquids, oils, resins, or solvents. Flammable waste not properly discarded may spontaneously combust (e.g. boiled linseed oil) and the lid on these conveniently located fire resistant containers should be closed when not in use. These hazardous items are collected and disposed of on a regular basis. If, during the interim, a drum or red can is full, or if there is a chemical spill, notify Facilities Management immediately for disposal and cleanup. For any questions regarding the safe disposal of hazardous art making chemicals other than flammable liquids, please contact the Office of Environmental Health and Safety.

Fire Regulations

Familiarize yourself with exit and safe-meeting locations in case of an emergency. Evacuation and safe meeting location maps are posted on Health and Safety Boards. In the event the fire alarm sounds, evacuate the building.

Do not attempt to fight a fire. Should you detect smoke or flames, immediately pull the nearest fire alarm and evacuate the building. Fire extinguishers are located at most exits and should not be tampered with.

Keep all hallways and exit lanes clear of materials. Exhibit areas, stairways, hallways, elevators, doorways, and community work areas are not considered storage space for artwork or materials. Any materials placed inside of yellow egress lanes will be removed. Do not block or prop open fire doors;

this includes all doors that lead to a stairwell. Do not block or hang anything from light fixtures, plumbing or sprinkler systems.

No cooking or heat-producing appliances or tools such as hot plates, coffee pots, toaster ovens, or heaters are allowed in your studio or workspace. No open flames, candles, burning incense or melting wax are permitted. All irons must have an automatic turn-off feature.

Performance, Installation & Sound Artwork in Public Spaces

Students interested in presenting performance, installation, or sound art on MICA's campus (even for one class session) outside of classrooms or gallery spaces must submit a proposal at least two weeks prior to the start date to the Office of Events, outlining the details and the timetable for the artwork. Proposal forms are available from the Office of Events (Bunting Center Room 350). Please check with the Office of Events (410 225 2526, events@mica.edu) to confirm if a public area is approved for art installation. Note that the following spaces are **not** available for student use for art installation: Baltimore City property (median strips, trees, sidewalks, streets, telephone and light poles); Bolton Hill Parks and Common Areas (see <https://boltonhillmd.org> for more information); Corpus Christi Church.

Complete information regarding this policy is provided in the Office of Exhibitions' Art Installation Practices & Guidelines, which is considered incorporated to and made part of this Agreement. Please contact the Office of Exhibitions for complete details.

Move-Out

Dates & Deadlines

All graduating full-time academic year MFA and MA students are encouraged to vacate their studio or workspace by June 1, 2024. All graduating full-time academic year MFA and MA students **must** vacate their studio or workspace **no later than 5:00 PM on June 10, 2024**.

Any graduate student who is assigned to a summer studio/workspace (e.g. MAT, MFA in Studio Art) must vacate their studio **no later than five (5) calendar days after the published end date of Summer Session 2024**. See Academic Calendar for specific dates.

Studio/Workspace Condition Expectations

Upon move-out, all floors should be scraped of debris and swept clean. Remove all nails, screws, and tacks from studio walls. All studio walls must be repainted with paint provided by Facilities Management. Students are responsible for providing rollers, trays, and other supplies. Do not paint unpainted items such as electrical outlets, switches, door hinges, etc. Any furnishings provided by MICA must remain in the studio, including retractable extension cords. If items are removed, students will be charged for replacement. **Once you have completely moved out and cleaned your space, take photos to document the condition and complete any final forms required by the Office of Graduate Studies.**

Items Left Behind

During end-of-term move-out, MICA will provide open-top roll-off containers and trash cans to facilitate cleaning and removal of trash and any unwanted items. Students must remove all trash including building materials, personal items, furniture, artwork, art supplies, etc. from walls, floors, windows, and ceiling of their assigned studio or workspace AND from any common areas, including classrooms, kitchenettes/lounges, exhibit areas, stairways, hallways, elevators, doorways, and community work areas. **Do not leave behind items marked free/for donation or leave them in "Swap Shop" areas;** they will be discarded and fines will be assessed in accordance with the Violations & Appeals section of this Agreement.

Leave of Absence or Withdrawal

Students who withdraw or take a leave of absence from their program must vacate their assigned studio or workspace no later than thirty (30) calendar days after the last day of attendance or after the published move-out date (whichever comes first). Students must comply with the conditions of move-out outlined above. Studios/workspaces are not guaranteed for students returning from a leave of absence.

Dismissal

Students who are suspended or expelled from the College must vacate their assigned workspace in the same timeframe as their overall departure from campus, typically no longer than forty-eight (48) hours from resolution. The terms specified as part of the suspension or expulsion will provide this detail.

Returning MFA Students

Students who have obtained permission from their program director to move into a new studio during their second year of study must ensure that their original studio spaces are clean and move-in ready for incoming students, in accordance with the terms outlined under the Studio/Workspace Condition Expectations section of this Agreement. Move-out from original studios must be completed by Fall Orientation. Noncompliance will be subject to the Violations & Appeals terms of this Agreement.

Per the terms outlined in this Agreement, **you may not move into a new studio/workspace until the Office of Graduate Studies and Facilities Management have inspected vacated studio spaces and indicated that they are move-in ready.** Again, the Office of Graduate Studies will notify students once move-in has been authorized. Should you move into a new studio prior to authorization, your belongings may be discarded. MICA is not responsible for replacing items left in unauthorized spaces.

Violations & Appeals

Studio/workspace use is a privilege. Students are expected to adhere to the rules and guidelines outlined in this Agreement, in addition to any specific health and safety precautions for handling hazardous materials, tools, and equipment.

Failure to clean and remove items from your assigned studio/workspace and all common areas (including classrooms, hallways, kitchens/lounges, or other shared spaces) at the time of move-out could result in one or all of the following: withholding of transcripts, diplomas, and/or a charge of \$300 to your student account. Excessive damages above and beyond normal wear and tear will be assessed by Facilities Management on a case-by-case basis.¹ Any and all items left behind in a studio after the published move-out deadline will be removed and discarded as appropriate.

Charges incurred for damage to or items left in communal or shared spaces will be unilaterally applied to the program(s) responsible for the space. These amounts are based on charges for time and materials, the cost of which may not be appealed and could result in further charges in excess of the aforementioned amount.

MICA is committed to maintaining a safe, secure, and healthful working environment for all its constituents. **Studio/workspaces will be inspected periodically and at random intervals to ensure compliance.** Violating the Environmental Health and Safety guidelines in this Agreement during the period your workspace is assigned to you will result in a formal student notification of hazards and notification of the Program Director. In the event that the hazard is not mitigated and non-compliance persists, progressive disciplinary action will occur, up to and including loss of studio/workspace privileges and access to shops. If this occurs, the student will have twenty-four (24) hours to remove all materials

¹ Reasonable wear and tear is generally defined as “unavoidable deterioration in the [workspace] and its fixtures resulting from normal use.” For example, a hole in the wall is not normal wear and tear, however marks on the floor from the door opening and closing are considered normal wear and tear. (Source: U.S. Legal Definitions, [uslegal.com/r/reasonable-wear-and-tear/](https://www.uslegal.com/r/reasonable-wear-and-tear/))

and belongings from the studio/workspace. Remaining project or thesis work must then be completed without any use of MICA shops, studios, equipment, or technicians. In addition, such failure to correct the hazard in a timely manner shall result in a minimum charge of \$100 or actual cost of hazard mitigation, which will be applied to your student account. **Students are responsible for any damage to studios or workspaces and/or the damage or loss of equipment and tools as a result of violations or negligent or irresponsible behavior.**

Filing a Damage Appeal

Damage appeals should be filed within fourteen (14) days of receipt of notification, and if you believe the following conditions apply:

- You were billed for damage that you believe to be the result of normal wear and tear.
- You have been billed incorrectly or in error.
- You believe that another individual is responsible for the damage. The student responsible will need to sign a Damage and Cleaning Declaration Form, which will result in the responsible party being billed. Without this documentation, the charges will not be reversed.

Cleaning charges for shared spaces are not subject to appeal.

All Damage Appeals may be sent via email to facman@mica.edu with the heading of Damage Appeals, or via standard mail to the following address:

Attention: AVP Facilities Management
20 McMechen St.
Baltimore, MD 21217

Contact Information

Graduate Studies

General Office / graduatestudies@mica.edu

Operations Program Coordinator / Brian Hagermann bhagermann@mica.edu

Campus Safety

Emergency Dispatch / 410 225 3333

24-Hour Dispatch / 410 225 2245

General Office / 410 225 2355

Environmental Health & Safety

Director / Erik Ketelsen eketelsen@mica.edu

Events

General Office / events@mica.edu

Technology Systems & Services

Help Desk / help@mica.edu

[Signature page follows on next page]

2023–2024 Graduate Academic Workspace Agreement

Name _____

MICA ID _____

Program _____

Studio Location _____
(building name, room number, and workstation ID)

By my signature, I certify that I have read and agree to abide by all parts of the Graduate Academic Workspace Agreement and all other MICA student rights and responsibilities. I have reviewed and understand all posted health and safety signage. I understand the rules and guidelines that are presented in this document.

Signature _____

Date _____

Enrolled students at MICA are expected to adhere to all MICA Institutional Policies, which may not be included in full in this Agreement. For a full list of MICA's current policies, visit www.mica.edu/policies.

[Signature page for 2023–2024 Graduate Academic Workspace Agreement]