The Postgraduate Visual Arts Studios in Buildings 54 and 40 are only available to students currently enrolled in an honours or postgraduate course offered by the Faculty of Creative Arts. Priority will be given to full-time students who have no access to external studio space. A maximum of six students in Building 54 and four students in each room in Building 40 can be accommodated at any one time.

Allocation of studio space will be made on the basis of student need and shall be determined by the Head of Postgraduate Studies on the recommendation of the Postgraduate Co-ordinator in the School of Visual Arts and Design. Allocation of studio space will be limited to one year’s duration (two academic sessions). All periods of absence or non-use of the studio of more than four weeks must be notified to the Faculty’s Professional Officer, Olena Cullen. All students must vacate the studios at the end of Spring session each year to allow the spaces to be professionally cleaned.

Students must maintain their space in accordance with safe work practices and Occupational Health and Safety guidelines and staff directions. Failure to do so may result in eviction from the studio. Because of OH&S issues, no oil painting is permitted in Building 54.

The Faculty requires a $60.00 deposit for each key issued. This is to be paid by the student on advice that a request for use of the studio has been successful. The deposit will be reimbursed to the student when the key is returned to the Faculty.

To lodge a request for the allocation of space in a Visual Arts Studio please complete the following and return to Olena Cullen in the Faculty of Creative Arts by 29 February or 25 July as appropriate.

Name: ................................................….. Course:.........................….. Student Number: .......................  

Reason studio space is required:  

...........................................................................................................................................................................  
...........................................................................................................................................................................  
...........................................................................................................................................................................  
...........................................................................................................................................................................  

Session/s when studio space is required in 2008:  □ Autumn  □ Spring  

Note: All students must vacate the studios at the end of Spring session to allow the spaces to be professionally cleaned.

Student signature:.................................................................................................................. Date: .......................................
Faculty Use Only

Allocation of Visual Arts Studio Space 2008

Recommendation by the Postgraduate Co-ordinator, School of Visual Arts and Design:
Yes ☐ Space to be allocated in: Building 54 ☐  40/2.59 ☐  40/2.60

No ☐ Application for Studio space not recommended for the following reasons.

Co-ordinator: ................................................................. Date: ......................

Signature

Approved by the HPS: .......................................................... Date: ......................

Signature

Student Agreement

I have read and understood the Policy regarding the Postgraduate Visual Arts Studios as set out overleaf. I agree to abide by the conditions as set out in the Policy and the Studio Rules which have been issued to me.

Enclosed please find $ 60.00 deposit for issue of a key. Key Number: .........................

I understand this amount will be refunded by the Faculty when the key is returned at the end of Autumn/Spring session 2008.

Student signature: ................................................................. Date: ......................

Amount Collected: $ ....... Collected by: ................................................ Date: ......................

Staff Signature

Amount Refunded: $ ....... Received by: ........................................... Date: ......................

Student Signature
Dear

**Notification of Allocation of Postgraduate Visual Arts Studio Space**

You have been allocated a space in a Visual Arts Studio in Building/Room ...............  
The Rules governing the use of this studio are as follows:

**Postgraduate Visual Arts Studio Rules – Safety and Practice**

1. Report immediately all **accidents, dangerous situations and faulty equipment** to either your Supervisor, one of the Administrative or Technical staff of the Faculty, or Security staff. Security can be contacted by phoning 4900 on an internal phone. A phone is located in the kitchen in Building 54. For those students working in Building 40 the phone is located in Room 40/2.59.

2. No food or drink to be consumed in studios; make a habit of stopping work and washing your hands thoroughly before touching foodstuffs.

3. Wear suitable footwear that fully encloses the feet.

4. No smoking in studios.

5. No students affected by drugs or alcohol allowed in studios.

6. Keep studios clean and tidy and ensure that all passage ways are kept clear (there needs to be clearance of one metre) in case of an emergency.

7. If the fire alarm sounds, **evacuate the building immediately** and proceed to the assembly area as indicated on the Emergency Evacuation Procedures chart.

8. Tape down any electrical leads that cross passage ways to minimise trip hazards. Contact Technical staff for further advice.

9. Follow the directions of Faculty staff at all times.

**Building 40 studios**-  
** If you are using oil paints in these studios it is essential that good cross air ventilation occurs to minimise fumes. **This will require that both doors and windows are open at all times.**

** Limit exposure to known hazards like mineral turps by using alternatives like odourless solvents or vegetable oils.**

** Do not dispose of any paints or solvents down the sinks. See Technical staff for information.**

**Students must maintain their space in accordance with these Rules and follow the directions of staff. Failure to do so may result in eviction from the studio.**

If you wish to work in the Photography, Printmaking/Textiles or Sculpture studios located in Building 25 please consult the appropriate Visual Arts Technical staff.

Take responsibility for your own health in your arts practice.  
For information on all aspects of Occupational Health and Safety visit the University website on:  
For more information see www.visualarts.net.au and follow the links through Practical Advice and After Art School to Health and Safety, or go to Risk Management at: http://staff.uow.edu.au/ohs/