



FSU DEPARTMENT OF ART

MFA STUDIO HANDBOOK

2024 - 2025

WWW.ART.FSU.EDU

MFA STUDIO CODE OF CONDUCT

The MFA Studios are located within the Carnaghi Arts Building (CAB) at 2214 BelleVue Way, Tallahassee, FL. A nurturing community is a vital part of one's experience in a graduate program, especially in the arts. Much of what you'll learn will be from one another. It is important to respect the spaces and needs of others. In this spirit, please follow these important rules to maintain a positive and creative work environment.

Studio space is a privilege, not a right. Any bodily harm, property damage, or general endangerment of others is considered a serious offense. Minor rule infractions will lead to warnings. The Department Chair and Graduate Director will review multiple reported infractions which may result in loss of workshop, lab, or individual studio access.

In many cases, violation of the rules in this Studio Handbook are also violations of the [FSU Student Conduct Code](#). The policies and procedures outlined in the Student Conduct Code will be followed when those violations occur.

Any problems with the facility or other students at CAB must be reported to the Graduate Program Director and Graduate Coordinator + Advisor promptly.

BUILDING ACCESS & SECURITY

MFA and BFA students have 24-hour access to the Carnaghi Arts Building (CAB). Guests must be signed in and out at the main entrance security desk. Guest access is limited, and large groups of visitors must be approved by the CAB Board. Usage of common areas, hallways, the building exterior, and the atrium also require prior permission. To request approval, email the Graduate Director and Graduate Coordinator + Advisor, who will then forward the request to the board.

DOOR ACCESS

Entrance to CAB is secured by card swipe access. The CFA Facilities Liaison, Nick Parparian, is responsible for enabling access for your FSU ID.

To open the garage bay doors at the rear of each MFA Workshop, double-swipe your card at the shop's entrance. *Double-swiping should only be done when access to the garage bay doors is required.* When leaving a shop that has been double-swiped, it is extremely important to double-swipe to re-enable the door locks.

All doors are equipped with silent alarms. No door should ever be propped open, as the silent alarm is triggered after a door has been open for 5 minutes. For this reason, please ensure that doors are securely closed when shutting them.

Garage bay doors must be closed immediately after using them. Please note that if doors are in use after 12:00am silent alarms will be triggered, and police may show up to ensure building safety.

Because police may need to identify persons in the building, always carry your FSU ID with you when at CAB.

If the CAB main entry doors need to remain open for an extended period, contact the CFA Facility Liaison, Nick Parparian, who will make the necessary arrangements.

PUBLIC SAFETY

A security guard is stationed at the main entrance of CAB during evening and night hours. Please see the current schedule posted at the guard desk to know when security leaves the building. It is highly suggested that you plan to finish your work before the final security guard leaves (currently between 1am-2am, depending on the day.) If extended hours are needed for an event or special activity at CAB, please email the Graduate Director and Graduate Advisor & Coordinator three weeks in advance.

FSU Police make regular rounds at the building. Be prepared to show your FSU ID if requested by a police officer.

To summon FSU Police for non-emergencies, phone 850-644-1234. For emergencies, do one of the following:

- Call 911
- Push any of the blue emergency buttons
- Pull-down any of the blue alarm switches located in and outside the building

All students should download and install the SeminoleSAFE Mobile App from <https://emergency.fsu.edu/services/seminolesafe-mobile-app>. The SeminoleSAFE app is your official mobile safety tool from Florida State University. It is built from a collaboration of multiple campus entities including FSU Police, Emergency Management, Dean of Students, University Health Services, Student Counseling Center, Environmental Health & Safety, Housing, Athletics, Facilities and many more.

TRANSPORTATION

Parking in the CAB parking lot does not require a parking pass or fee. During certain sports events – particularly during football season – the university may notify you by email that parking is restricted on campus.

Your FSU Student ID gives you free access to the city’s StarMetro bus service as well as the Seminole Express FSU bus. The Seminole Express bus route that services CAB is the blue “Tomahawk” line. As of August 2024, CAB is on the Night Nole bus route. This route runs 8PM – 3PM, Monday-Saturday during the Fall and Spring semesters. All bus schedules are available through the TransLoc app, which can be downloaded from <https://transloc.com/app>

FSU Police provides many free services and resources, including S.A.F.E. Connection (Student Alert Force Escort Connection) – a service that provides free late-night rides for students and self-defense training for women. To request a ride, call 850-644-SAFE. For more information about S.A.F.E. Connection and other safety resources, see .

The Nole Cab program is a service for all students at Florida State University to ride with Yellow Cab for \$6 within their service area. <http://tallahasseeyellowcab.com/our-services/nole-cab/>

BUILDING REGULATIONS

RESTRICTIONS

Absolutely NO smoking of any kind is permitted inside of CAB or any university property. This includes electronic smoking devices. The [University Smoking Policy](#) defines “university property” as “interiors and exteriors of all buildings, land, parking facilities, ...”

Absolutely NO weapons, alcohol, or drugs are allowed in CAB at any time. This includes exhibition openings. See the [FSU Alcohol Policy](#).

Pets are not permitted in the CAB studios or shops. Per university policy, this includes [Emotional Support Animals](#).

For safety reasons, children are not allowed to enter the CAB studios or shops.

GENERAL SPACE RULES

The use of MFA shops and tools at CAB is restricted to MFA students. Do not allow access to anyone else, including undergraduate students. If any MFA is found to have provided unauthorized access to any of the MFA shops or tools, the MFA student’s studio privileges will be revoked. MFA students must abide by all rules and regulations governing the use of the ceramics, wood, and welding shops. Always use the buddy system in these shops.

The hallways must always remain clear. Tools, supplies, artwork, furniture, etc. must remain inside the individual studio spaces or shared workspaces in each pod. Storage in the hallways is not allowed.

If a project is not actively being worked on, it must be taken out of CAB to another location or discarded. Common work areas and installation rooms are for active projects, reviews, and documentation purposes.

Installation rooms are reserved through the Canvas calendar. Any graduate student or groups of graduate students can reserve these spaces for one-to-two-week periods. If a conflict arises, the Graduate Coordinator + Advisor should be contacted.

No student may enter another's studio without express permission. Students who take another's property without permission or intentionally damage property belonging to another student or the Department of Art will face disciplinary action and loss of access to the facility.

Do not move or handle another student's artwork, tools, or property without permission.

Students may be held financially responsible for damages to property or equipment due to carelessness.

INDIVIDUAL STUDIO RULES

The Graduate Director, the Graduate Coordinator + Advisor, and/or the Graduate Facilities Manager will inspect the CAB studios regularly. For most MFA students working at CAB this will be a non-event, however, some may need to bring their studios back into compliance or risk eviction from their studio.

There should be sufficient space to move in and out of the studio spaces easily. Openings of studios cannot be blocked. Safety regulations require a minimum of 3 feet of egress to move into and out of a space. Nothing should be affixed to the tops of studio walls. Nor should there be an added ceiling or partial ceiling. In a shared studio environment, this represents a safety hazard. Any changes to the walls, floor, or ceiling of the studio must be approved by the Graduate Coordinator + Advisor and the Graduate Director.

Studios are provided for the production of artwork, and not for storage. Students should maintain their studio as a transitory space that is provided on a per-semester basis. Re-assignment of studios is possible at the end of the semester by formal request.

Extension cords must be unplugged and rolled up when not in use. Surge protectors can remain plugged in.

It is not permissible to utilize the studio as a living space or a space for entertaining friends. Students using the space improperly face disciplinary action, including loss of access to the facility.

When playing audio in their individual studios, students are expected to wear headphones. If your work requires the use of speakers, please use the sound studio or another space where others will not be impacted. In general, please be respectful of others' need for quiet in the studio pods.

Staff can assist with procuring furniture for individual studios. This includes chairs, tables, and shelving, depending on availability from FSU Surplus.

WASTE DISPOSAL

Food cannot be stored or prepared in studios due to the risk of pests and rodents. Students who bring food to CAB must consume it and throw away any leftovers or scraps in a facility trash can or outdoor trash receptacle. If you plan to store food at CAB, use the refrigerator in the MFA-BFA lounge. Any food without a name and date may be disposed of by any other student. Cleaning the refrigerator and microwave are student, not staff, responsibilities.

The dumpster in the parking lot must not be overfilled. If the lid cannot be closed, FSU Waste Management Services will not pick it up. If you see that the dumpster is near its capacity, contact the MFA Facilities Manager, April Webb, immediately.

LABS AND WORKSHOPS

MFA-BFA COMPUTER LAB

The MFA-BFA computer lab at CAB is intended to support MFA and BFA student art-making processes. Card-swipe access is required to access this lab. Software is limited in this computer lab, but additional software may be available upon request. Students can augment their computer needs by utilizing the computer labs at FAB. Any documents stored on lab computers are saved at the student's own risk. Please provide your own portable storage device. It is recommended that all students have their own laptop. See the posted information in the lab for more details. The department's [Student Computer Recommendation](#) can serve as a guide when purchasing a laptop.

WOOD, METAL, AND CERAMICS WORKSHOPS

Any tools you take out must be returned in a timely manner. Also, any material or debris left on the floor or tables **MUST** be cleaned up after use. Always use personal protective equipment (PPE) such as safety glasses, dust mask, respirator, and gloves, as appropriate. Do not use any equipment without proper training. Follow all posted safety rules.

COMMON SPACES

INSTALLATION ROOMS

The installation rooms can be reserved for one-to-two weeks using the online calendar. The installation rooms are reserved for use by students participating in Formal Reviews during those periods. Any student who feels their individual studio will not be adequate to present their work during a Formal Review must sign up for use of one of these common spaces by the announced deadline.

At the end of your reserved period, the installation room must be in the same condition it was before the reservation. This includes repairing and repainting any areas that have been modified or damaged. White wall paint, grey floor paint, and rollers are provided by the department.

MFA-BFA LOUNGE AND KITCHEN

The MFA-BFA lounge and kitchen area is an air-conditioned space with a community refrigerator, microwave, coffee maker, computer, video projection access, and furniture. Anyone who uses the space is expected to clean up before leaving. Please label items in the refrigerator with your name and date as well as dispose of any old or unwanted items promptly. Only food or drinks may be stored in this refrigerator.

HEALTH AND SAFETY

HAZARDOUS MATERIALS

Work that compromises the safety of others or the integrity of other's work is not allowed within the confines of CAB. This includes spray painting, sanding, mixing cement, and other activities that should take place outside of the building. No toxic materials can be used in the studio and lab spaces.

Absolutely no solvents, chemicals or powders (such as plaster, stucco, paint solvents) are to be put into the sink or toilets, wet or dry!

Students found responsible for damage because of improper disposal of materials, will be required to pay for repairs.

Proper storage of flammable materials requires them to be stored in the yellow flammable cabinets located throughout the CAB MFA studios. No brushes should be left in open containers of solvent. Hazardous waste must be disposed of properly in the designated area at CAB.

If in doubt about disposal, contact the MFA Facilities Manager or Safety Officer (you can put in a request for help at <https://support.cfa.fsu.edu/> under the "Facilities" category).

EH&S TRAINING AND COMPLIANCE

As FSU employees, all MFA students are required to receive training in the safe use of any hazardous materials or equipment used in studio practice or instruction. CAB has a variety of materials and equipment that are considered hazardous by state and federal agencies.

The [Environmental Health and Safety Department](#) assists students, staff, and faculty with safety concerns. They offer many short courses for employees to help us comply with environmental and occupational laws. Visit the website to view the list of safety training modules available free of charge. Documentation of this training will also be beneficial for those seeking future employment at large institutions.

The CFA Safety Officer and the Graduate Facilities Manager are working with EH&S to create training programs in art safety and to provide any needed hazardous waste signage and containers at CAB. This will be an ongoing process with the goal of getting all students, staff, and studio spaces in compliance with regulations in a reasonable time frame.

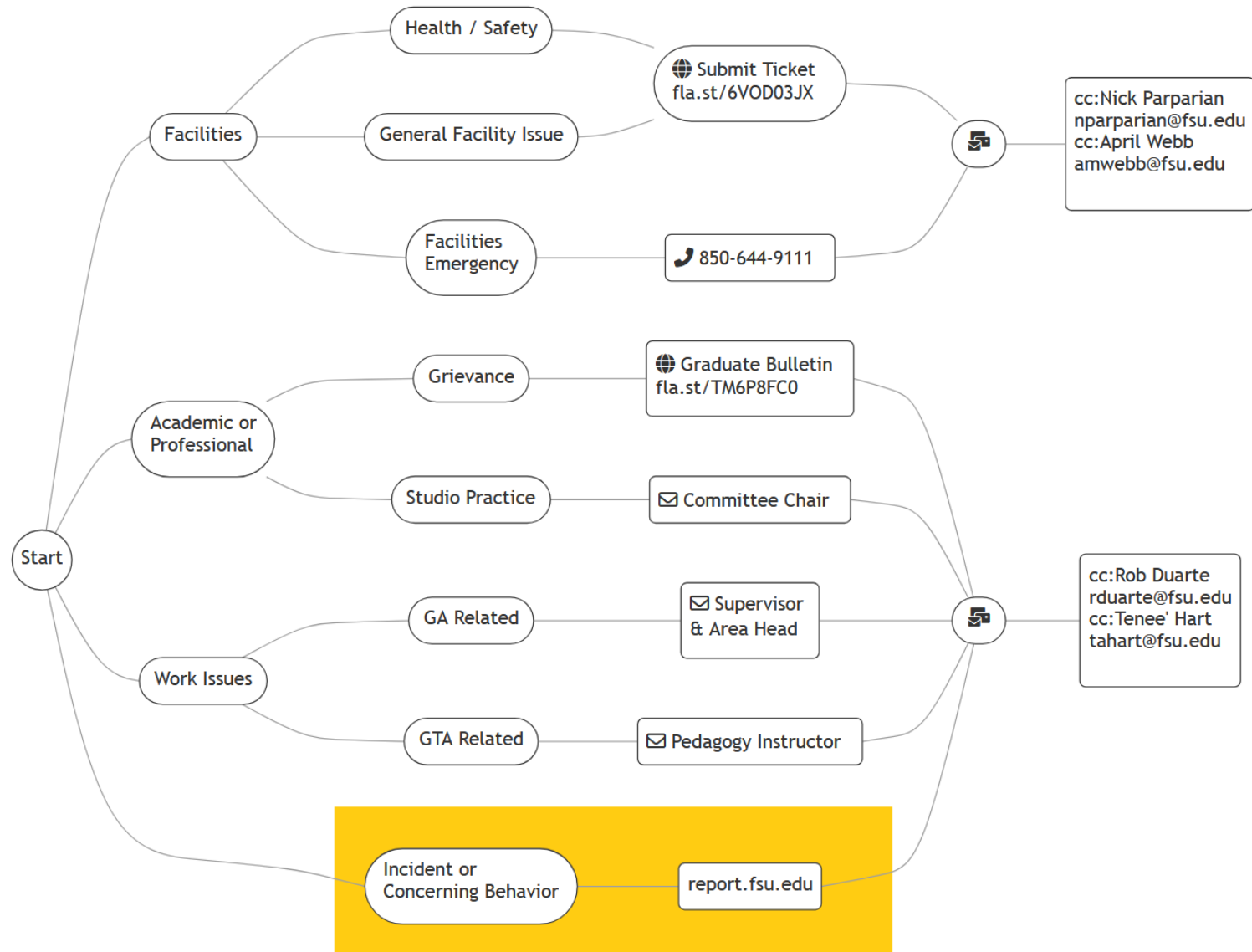
END OF RESIDENCY

At the end of your residency, you must remove your work promptly. As explained in the “Graduation” section of the MFA Student Handbook, your individual studio must be cleaned and ready for the next occupant before you can receive your degree. The deadline for restoring individual studios is two weeks after the close of the graduation exhibition. A signed Studio Clearance Form is a graduation requirement.

Studios are to be received and turned over in pristine condition. This includes nails removed from walls, holes filled and repaired, walls painted back to white and floor repainted gray. Paint and rollers are provided by the department.

COMMUNICATION

COMMUNICATION FLOWCHART



CONTACT LIST

Name	Role	Email
Tenee Hart	Graduate Coordinator + Advisor	tahart@fsu.edu
Rob Duarte	Graduate Director	rduarte@fsu.edu
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Gregg Matthews	MFA Ceramic Lab Manager	gsmatthews@fsu.edu
Jabari Townsend	LightBox Manager	j.townsend@fsu.edu
April Webb	MFA + BFA Facilities Manager	amwebb@fsu.edu
Nick Parparian	CFA Facilities Liaison	nparparian@fsu.edu

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