

## User Guidelines for SOA SANDPOINT STUDIO FLEX-SPACES

- 1. Where:** 2 available Flex-Spaces at the SOA Sandpoint location (rooms 233 B and D)
- 2. Who's eligible:** SOA faculty, visiting artist, currently enrolled graduate, and undergraduate students (*with faculty sponsor*)
- 3. What:** Research,  
Completion of one-time projects (performance, installation),  
Programmed events,  
Open house,  
Class projects led by a SOA instructor,  
Group projects

*In general, any activity that contributes to the vitality of the SOA, enhances its role in supporting experimental work, and providing a venue for presenting this work.*

**4. Time frame for use:**

Minimum: one week (Monday morning through Sunday midnight)

Maximum: one quarter (first day of the quarter through midnight before following quarter begins)

"Flex-Space" is open for use during both the academic and the interim periods

**5. Terms of use:**

- Available for quarter-long use or short term use as approved. Approval notice will be sent via email. Please read approval notice carefully for further information on the terms of use.
- Sandpoint doors are locked at all times and have combination lockboxes installed on them. Approved users will receive the current combination to doors that necessary for access in the approval notice. Keys are not to be removed from the lockboxes.
- Please refer to house rules on studio safety and security. If you have questions or problems contact Jim Nicholls, on-site building manager (*jnicholl@u.washington.edu*)
- All studios are meant to be quiet spaces. Use of radios, stereos, televisions and other similar equipment is only allowed with the use of headphones.
- Maintenance: **Users are responsible for maintaining the space and restoring it (walls, floor, lights, and furniture) to its original condition before moving out. Users will be charged damage and clean up fees if necessary. Program Chair's signature is required on the application form to guarantee financial responsibility for any damage charges occurred as a result of negligent use. At the end of your assigned time period, please allow extra time for clean-up and moving out. Condition of the room will be checked upon your departure.**

**6. Application Process:**

Prospective users should submit a short **application form** including proposed time frame, type of use, and benefit for SOA community (e.g.: open studio day, event, show, performance, etc.)

Decisions will be made based on:

- Need
- Feasibility of project
- Impact on space
- Benefit to community
- Past usage

Priority is given to faculty, visiting artists, and graduate students.

**Application forms also serve as a contract.**

**Application deadline:**

**First Friday of the Quarter by 4pm**

**Approval notice and schedule will be out by: the following Monday**

**Proposals for short term use may be accepted on an on-going basis as schedule allows.**

Email applications to *timea@u.washington.edu*. Email applications must be followed by an approval email from the Program Chair.

Hardcopies: SOA mailbox rm.102 for Timea Tihanyi.

**Applications lacking the Program Chair's signature will not be accepted.**

**Sandpoint Studio Flex-Space User Application Form**

**Quarter:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Area:** \_\_\_\_\_

**Status at SOA:** (circle one)

Faculty

Visiting Artist

Graduate Student

Undergraduate Student

Signature of Faculty Sponsor (necessarily for undergraduate applicants): \_\_\_\_\_

Signature of Program Chair (Programs will be charged if damage or clean-up is required after use): \_\_\_\_\_

**Time needed:** please mark

Quarter-long use

Short-term use:

Preferred weeks/dates (please choose dates beginning with Monday and ending with Sunday):

\_\_\_\_\_

\_\_\_\_\_

Alternative dates:

\_\_\_\_\_

\_\_\_\_\_

**Purpose needed:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Optional public component:**

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Questions: email to Timea Tihanyi *timea@u.washington.edu*

Completed application forms are due in Timea's SOA mailboxes or via email.

Applications due: **First Friday of the Quarter** or **Ongoing for short-term users upon availability**

<http://art.washington.edu/resources/flex/flexspace.html>