



Pre-College Summer Studio 2011
School of the Museum of Fine Arts, Boston

Documents to sign and return

**Required Reading: Participant Handbook & Policy Manual
Pre-College Summer Studio Program, 2011**

Welcome to the School of the Museum of Fine Arts, Boston, (SMFA) and the *Pre-College Summer Studio!* During your stay with us you will probably experience a lot of different feelings – from butterflies in your stomach to curiosity to exhilaration – but you will definitely walk away at the end of the program with a feeling of accomplishment. Throughout your stay, you should feel comfortable with the School, the staff and your teachers. The following guide will give you a practical introduction to the campus, the programs, and the resources available to you.

***This Handbook and Policy Manual does not constitute a contract, express or implied.
*Please return the last page of this document to us by May 18, 2011.***

About the Museum School and the Museum of Fine Arts, Boston

The School of the Museum of Fine Arts, Boston (also known as SMFA, or the Museum School) is one of the oldest and most distinguished professional art schools in the country. The School offers various degree and non-degree programs, as well as evening, Saturday and summer Continuing Education programs and the Pre-College Summer Studio high school program. All of our programs emphasize an interdisciplinary approach. As in an artists' colony, the Museum School's focus is on creative investigation, risk-taking, and the exploration of an individual vision.

Students who enroll in the Museum School's full-time programs, such as the Studio Diploma program, the BFA program or the MFA program, have the opportunity to design a program of study that best suits their needs and goals. A division of the Museum of Fine Arts, Boston and affiliated with Tufts University, the Museum School presents a diverse curriculum with a full range of studio and academic resources.

The Museum School is accredited by the National Association of Schools of Art and Design (NASAD), the officially recognized national accrediting agency for independent art schools and college art departments.

A Division of the Museum of Fine Arts, Boston

Artistic expression is as old as the human race and much can be learned from what went before you. More than 350,000 works of art from three millennia are housed next door at the Museum of Fine Arts, Boston, a vital resource for any aspiring artist. The Museum School is one of only three art schools in the United States affiliated with a major museum. The work of many SMFA alumni and faculty are featured in the Museum's permanent collection, along with masterpieces from around the world. You will have opportunities to explore the Museum with your teachers as well as on your own.

Housing

Housing is provided in the Artists' Residence Hall, a state-of-the-art dormitory within walking distance of the School. The Residence Hall is custom-made for artists, with community studios on each floor. Residence directors (RDs) live in the Residence Hall as well, building a sense of community within the housing. In addition, Summer Studio residential coordinator (RC) and residential assistants (RA) and will not only live with you in the Residence Hall, but will also lead weekend activities and field trips. There is a front desk security guard on duty 24 hours a day, and building access requires a key card.

The Artists' Residence Hall is owned by Massachusetts College of Art and operated by College Park Campus Partners, Inc.

Safety

There are many students in Boston during the summer, and many of them go to schools nearby such as Boston Conservatory, Northeastern University, Massachusetts College of Art and Simmons College. However, students and participants must remember that Boston is a city—caution and good judgment must be exercised at all times. When walking to or from the SMFA at dusk or after dark, students should use the buddy system (walking in groups of two or more). The buddy system must also be employed when program participants sign out to go off-campus. People exhibiting suspicious or threatening behavior should be reported to the security desk at SMFA or the Residence Hall, or to a RC/RA, immediately. **Students and participants (even in groups) should never walk through the park (the Fens) across from the School after dark.**

General Information and School Services

Getting Around the School

Summer Studio classes are held in the main building at 230 The Fenway, in wings A and B (as you enter the building, the “A side” is on your left, and the “B side” is on your right). We will provide an ID card that allows students to enter SMFA buildings.

A side:

- Café des Arts
- Administrative Offices (Continuing Education Office, the Student Affairs Office, the Admissions Office, and the Financial Aid Office)
- Building A Gallery (BAG)
- Buildings and Grounds Office
- Studios (ceramics, welding and sculpture, metalsmithing, printmaking and screenprinting, papermaking, woodshop, drawing, painting and stained glass)

B side:

- School Store
- Anderson Auditorium
- Exhibitions Office/Grossman Gallery
- Artist Resource Center
- Administrative Offices (Dean of the School, Academic Affairs, Development, Business Office)
- Computer Lab (“MacLab”)
- Library
- Student Studios (3rd Floor)
- Studios (photography, film, graphic design, computer arts, video, animation, drawing and painting)

The heart of the School is the Atrium. This is where students congregate to eat, socialize or surf the Net at computer workstations. Adjoining the Atrium you will find the Café des Arts, the School Store, Grossman Gallery and Anderson Auditorium.

To get to the Museum of Fine Arts, Boston, walk out the front door of the SMFA, turn right, and cross Museum Road towards the MFA. Show your student ID for free entry.

Student ID Cards

As part of orientation on Sunday, June 26, participants will have their ID picture taken. Students must wear their student ID card at all times. The ID card allows free access to the Museum of Fine Arts, Boston, and will get you a discount at the MFA Shop. Participants must also possess their ID while on field trips.

First Day of Class and Residence Hall Check-In

Residence Hall check-in is from 10 am to 1 pm on Sunday, June 26. Summer Studio classes begin Monday, June 27 and end Friday, July 29. Check-out is prior to 12 noon on Saturday, July 30.

Materials

The SMFA will provide general art materials and facilities needed for the program. You will soon receive a Materials List with the basic art supplies needed for your classes. We will also send you an ARTKIT pre-order form. The ARTKITs, (which include all the supplies on the Materials List) have been assembled by the SMFA School Store at a discounted rate and are offered to all participants who pre-order. As students delve deeper into their independent projects additional materials will most likely be necessary. Most art materials can be bought at the Museum School Store using cash or credit cards.

Food Services

Café des Arts, located in the Atrium, provides breakfast, lunch, dinner, and snacks. For residents, breakfast, lunch, and dinner are included in the program cost. For commuters, weekday lunches are provided but other meals and snacks may be purchased using cash. Snacks may be purchased with cash anytime during regular Café hours, which will be posted.

Library

Library hours are Monday through Thursday from 9 am to 5 pm. For more information, call 617-369-3650.

School Store and Art Supplies

The School Store, located conveniently in the Atrium of the main building, offers a wide selection of art supplies at competitive prices. Hours for the School Store are Monday through Thursday, from 8:30 am to 8 pm. Art supplies may be purchased at the store using credit cards, ATM cards, or cash.

Grades

The *Summer Studio* program uses a complete/incomplete credit system. You will receive a transcript bearing the credit you received for each of the three courses as well as comments from each of your instructors.

College Credit

The full credit value for participation in the Summer Studio five-week program is five (5) college credits, though credit is ultimately awarded by the college or university that you attend. The full credit value for participation in the Summer Studio three-week program is three (3) college credits.

Transcripts

Grade reports will be sent automatically at the end of the program. For official transcripts, please contact SMFA's Registrar's Office at 617-369-3621. There is a \$5 fee per transcript.

Parking

Commuter students may park in the garage on Museum Road and receive a discount by showing their student ID. The garage is operated independently of the School. For additional information, please call 617-369-3657.

Lockers

There is locker space available to Summer Studio participants. Lockers will be assigned during the first week of the program.

Questions

During the program, the Continuing Education Office is open Monday through Thursday from 9 am to 7 pm and Friday from 9 am to 5 pm. At all other times, the office is open Monday through Friday from 9 am to 5 pm.

THE RULES: Summer Studio Pre-College Program Policies

The Museum School asks all Summer Studio students or participants and their parents/guardians to read the following rules and policies. The rules and policies are for your protection and help ensure a rewarding, safe experience for all students and participants. You are solely responsible for understanding, and adhering to, the following policies. The Museum School reserves the right to add to, change or delete any rules or policies and to implement new policies in its sole discretion.

Students or participants who violate the rules and policies will be subject to disciplinary action, up to and including dismissal from the program without a refund. Please keep a copy of these Rules and Regulations for your records and for future reference.

General Policies

- 1) The Museum School requires all Summer Studio participants to live in accordance with Massachusetts State Law, which prohibits the possession, use, sale or distribution of illegal drugs, and restricts alcohol consumption to those under the age of 21 years. Students and participants are prohibited from being under the influence of illegal drugs or alcohol on any Museum School property, in the dormitories, on any Museum of Fine Arts, Boston property, on any Museum School sponsored activities and from possessing drug paraphernalia. Illegal drugs include prescription medication not used in accordance with a valid prescription.
- 2) Sexual harassment will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature that creates a hostile or abusive environment. Verbal innuendo of a sexual nature and displays of lewd or inappropriate sexually-related conduct are prohibited.
- 3) Students or participants are prohibited from engaging in sexual relations of any nature in the residence hall, anywhere on the Museum School campus or Museum of Fine Arts property and during any Museum School sponsored trip or activity.
- 4) The Museum School is a smoke-free campus. Smoking is not allowed in any of the school buildings or dormitories. Students and participants who are 18 or older may smoke in designated outdoor smoking areas in accordance with Massachusetts State Law.
- 5) Students and participants are prohibited from possessing any weapons and from engaging in violent or destructive behavior (including threats of such behavior) in the residence hall, anywhere on the Museum School campus or Museum of Fine Arts property and during any Museum School sponsored trip or activity.
- 6) The Museum School is a diverse community. Students and participants are expected to be courteous to and supportive of their peers without exception. However, if there is a conflict, bring it to the attention of a residential coordinator or a Continuing Education staff member immediately so that it may be addressed.
- 7) Theft of any sort will not be tolerated.
- 8) Students and participants are strictly prohibited from defacing, altering, or deliberately damaging artwork that belongs to any other student or participant in any Museum School program.
- 9) All students and participants are required to check in upon entry to the School in the morning, using the check-in sheet at the guard's desk. Students and participants must also check out when they leave the premises for the day.

Students who obtain permission to leave the School campus for lunch or any other reason must check out at the guard's desk when they leave, and check-in when they return. This is extremely important as it allows staff members to know where you are in the event of an emergency.

- 10) Students and participants must remain on campus at all times during the day, except during lunch or when returning to their dorm rooms during breaks, or during organized program activities off campus. *Students and participants must obtain permission from a residential assistant or staff member in charge prior to leaving campus for any reason other than returning to the dorm.*
- 11) Students who become ill and cannot attend class must notify a residential assistant or staff member. Medical assistance will be provided if necessary. Students living in the Residence Halls who call-in sick must stay in their rooms and are not permitted to leave the Residence Hall.
- 12) Students in the program are not permitted to keep automobiles unless commuting from home.
- 13) Students must adhere to all verbal and written rules or instructions from Museum School staff members, Residence Hall officials, and individuals or entities acting on behalf of the Museum School.
- 14) There are activities planned every day of the week that will immerse you in studio work, MFA visits and city life in Boston. When traveling as a group off campus, students must abide by all verbal directives from accompanying Museum School staff members. All Museum School rules and policies remain in effect during Museum School sponsored activities off campus.

Commuter Policies

- 1) Commuter students are expected to adhere to the same policies as residential students while on campus or participating in Museum School sponsored trips.
- 2) The Museum School, including its staff members, Residence Hall officials, and individuals or entities acting on behalf of the Museum School, assumes no responsibility for commuter students any time commuter students are off campus during any day, evening, or weekend.
- 3) Commuters who drive may not, under any circumstances, give rides to any program participants who live in the Residence Hall. Commuters may park in the Museum Garage on Museum Road for \$12 per day.
- 4) Commuters who wish to participate in special weekend or evening trips, activities, lectures or other Summer Studio sponsored events are solely responsible for being on time for participation. The Museum School and its staff members are not responsible for commuters who "miss the bus." Activities will not be postponed due to late arrivals.
- 5) It is recommended that commuters who wish to participate in weekend events meet with a residential assistant on the preceding Friday to confirm times and learn of any weekend schedule changes.

Residential Policies

- 1) All students and participants are required to check in upon entry to the Residence Hall, using the check-in sheet at the front security desk. Students and participants must also check out when they leave the premises.

- 2) Guests may be signed into the Residence Hall by residing program participants but guests must follow all program and residence hall rules while in the building. Guests must leave by 9:45 pm.
- 3) With the doors open, male and female residents may visit each other's rooms from 9:15 pm to 11 pm. This is a privilege, and it may be taken away at the discretion of the residential assistants or any other staff member. Students may also socialize in the Residence Hall common areas.
- 4) The Museum School asks that students use the "buddy system" when walking anywhere after dark, including between the Residence Hall and the School. This means walk with a group or another individual—please do not walk alone. Use caution crossing streets, especially Huntington Avenue.
- 5) At the beginning of your stay you will be given a Room Inventory Form to fill out, allowing you to claim any damage to your room at the time of move-in. Damage to the room not indicated on the Room Inventory Form is the responsibility of the resident. **The resident will be billed for any damage.** Please do not use any materials in your room that might remain (i.e. acrylic paints or gouache). Oil paints are not allowed in rooms.
- 6) Students must check-in to the Residence Hall by 10 pm on weekdays and 11 pm on weekends.
- 7) Quiet time is between 11 pm and 7 am.
- 8) You will be issued a key and a housing ID that you should carry with you at all times. IDs must be shown upon entry to the Residence Hall. Do not lend your key to anyone. **If you lose your key or ID, you will be billed for its replacement.**
- 9) Any participant who wishes to return home for the weekend must have their parent/guardian notify the resident coordinator no later than 24 hours in advance of the departure. This is the sole responsibility of the participant. We ask that students do not leave for the weekend until Saturday afternoon, so as not to miss artist talks or other presentations.
- 10) Fire Safety
 1. Tampering with fire safety equipment is dangerous and strictly prohibited.
 2. If the fire alarm sounds, you are to leave your room immediately, WALK down stairs and exit the building. Do not take the elevator under any circumstances, and do not re-enter the building until you are given permission to do so by staff.
- 11) No residents are allowed access to roof or basement. In addition, window screens should not be removed.
- 12) No animals are allowed in the building except for seeing-eye dogs.
- 13) Students who are 18 or older, and who are living in the Residence Hall, are subject to the same rules and policies that govern students under the age of 18, except as otherwise provided herein or by applicable law.
- 14) All residents must attend mandatory meetings on Fridays at 7 pm. These short meetings will be used to share information about weekend activities. Location TBA.

Dining Hall Policies

- 1) Meal service is provided by the Museum School's Café des Arts, located in the Atrium of the School.

- 2) Residential participants are automatically enrolled in the full meal plan. Commuter participants are automatically enrolled in the weekday lunch-only meal plan. Additional meals and snacks may be purchased with cash.
- 3) The full meal plan entitles participants to three meals per day except Sunday, when brunch and dinner are provided. Meal times are as follows:
 - Breakfast:(M-F) 8–8:50 am (S) 9-10:30 am
 - Sunday Brunch.....10 am–12 pm
 - Lunch.....(M-F) 1-2 pm
 - Dinner.....5:30–6:45 pm
- 4) Meals must be consumed within the Atrium dining area. Food may not be removed from the Atrium area except with express permission from a supervising staff member.
- 5) Meal plan participants are prohibited from obtaining meals for guests, or students who are not enrolled in the meal plan.
- 6) Participants may purchase additional snacks and refreshments using cash during regular Café des Arts hours.

Attendance Policies

- 1) Students in the Summer Studio must attend all class sessions and are encouraged to participate in independent studio work-sessions, scheduled activities and presentations. Commuters are welcome to participate in weekend events and activities but must be sure to alert a residential assistant of their intention to do so.
- 2) We allow one period of unexcused absence, with no penalty. Teacher attendance policies override this allowance, if applicable.
- 3) More than one period of unexcused absence will result in a lowering of your final grade (averaged from each section grade) by one step (i.e., A to B) for each absence.
- 4) Repeated tardiness is disruptive to class and will not be tolerated. More than four instances (over 5 minutes late) is considered an absence. Teacher attendance policies override this allowance, if applicable.
- 5) Absences are only permitted with the consent of Continuing Education or a residential assistant. This includes absences for medical or health reasons.
- 6) If you become ill and cannot attend classes, you must alert a residential assistant or the Continuing Education Office of your situation. Medical assistance will be requested if necessary. You are responsible for making up missed work.
- 7) Students or participants who commute must notify the Continuing Education Office if they will be absent for any reason.

Refund Policy

Refund requests made after the refund deadline of May 4, 2011, must be made using an Adjudication Form, available in the Continuing Education Office. An Adjudication Committee will review all petitions for refunds and make decisions accordingly.

Emergency Procedures

The Museum School is a safe environment. However, in the event of an emergency we ask students, participants and staff members to follow explicit procedures. You will note that we ask students and participants to inform Museum School staff of emergencies or injury either prior to or instead of dialing 911 directly. This centralizes the response to any situation, and insures that key staff members are informed of any emergency, and are able to follow its resolution and contact parents or guardians. **All participants and parents will receive a list of emergency contacts via e-mail prior to the program start date.**

In the SMFA Main Building:

Students should report any injuries or emergency situations directly to their instructor or residential assistant, or to the staff of the Continuing Education Office. If a faculty or staff member is not found, or if it is not during regular office hours, emergencies should be reported to the front desk guard. If the front desk guard is not available, dial 3213 from the guard's desk to speak to the MFA Protective Services Command Center. If unable to reach any of the above parties, dial 911 for emergency assistance.

In the Residence Hall:

Any emergency or injury occurring in the Residence Hall should be reported immediately using the following procedure:

- 1) Report to the Summer Studio residential coordinator (RC) or one of the residential assistants (RA). **Details Forthcoming.**
- 2) If an RC/RA is not available, report to the front desk security agent at the Residence Hall.
- 3) If the RC/RA, and the security agent are not available, dial 911 for emergency assistance.

Off campus:

Any emergency or injury occurring while students are off campus should be reported directly to the Museum School staff member present. If there is no staff member available, telephone one of the following numbers:

Continuing Education Staff: 617-369-3644 or 617-369-3636 or 617-369-3643

Continuing Education Staff Member On-Call: (Details Forthcoming)

Katherine Mitchell, Pre-College Program Coordinator (cell): (Details Forthcoming)

Debra Samdperil, Director of Continuing Education (cell): (Details Forthcoming)

If a Museum School staff member cannot be contacted by any of the means above, then students and participants should dial 911 for emergency assistance.

Summer Studio and Continuing Education Staff

The Summer Studio staff is here to make your stay comfortable and fun, and to provide the support you need throughout the program. Please do not hesitate to approach any staff member with questions. We are happy to help!

Debra Samdperil	Director of Continuing Education and Artist's Resource Center
Katherine Mitchell	Pre-College Summer Studio and Community Programs Coordinator
Hope Clunie	Program Assistant, Continuing Education

The Museum School Administration

Christopher Bratton	President
Ernest Plowman	Dean of Students
Eric Thompson	Dean of Admissions

Student Policy Manual Acknowledgment
Pre-College Summer Studio Program, Summer 2011

By signing below I (we) acknowledge that I (we) have read the Student/Participant Handbook and Policy Manual (the "Manual") for the Summer Studio program and I (we) understand the policies, rules and regulations of the program. I (we) also acknowledge that violating or otherwise disregarding any rules listed in the Manual, or any other written or verbal rules issued by Museum School staff or faculty, may lead to disciplinary action, up to and including dismissal from the program without refund.

Student or Participant Name (please print)

Student or Participant Signature

Date (MM/DD/YYYY)

Parent or Guardian Name (please print)

Parent or Guardian Signature

Date (MM/DD/YYYY)

Return this signed form to the Continuing Education Office prior to May 18, 2011.

Acknowledgment and Release Agreement
Pre-College Summer Studio, Summer 2011

I (we), by signing below, acknowledge that many of the activities of The School of the Museum of Fine Arts, Boston (the "Museum School") involve work with potentially dangerous materials and equipment and that participation in the Museum School's Summer Studio program could subject the student or participant to potentially dangerous situations and/or to risks of personal injury. I (we) acknowledge that the Museum School must and does rely upon each student or participant to assume responsibility for acting at all times to preserve his or her own safety and the safety of others. I (we) acknowledge and accept the responsibility of the student or participant to inquire and to satisfy himself or herself as to safe procedures, safe use of artistic materials, and the safety of school activities generally, and to inform one of the administrative deans in writing of any procedures, activities, instruction, or circumstances which the student or participant believes may pose a threat to safety. I (we) expressly acknowledge that the Museum School does not assume responsibility to supervise students or participants or to assure their safety, that the student or participant has voluntarily chosen to participate in the Summer Studio program and to assume all dangers and risks associated with such participation.

In consideration of participation in the Museum School's Summer Studio program, I (we), on behalf of myself(ourselves), any other parent or guardian, next of kin, heir, administrator or any other person acting on my(our) behalf, hereby irrevocably and unconditionally release, acquit, and forever discharge the Museum School and the Museum of Fine Arts, Boston and each of their predecessors, successors, assigns, parents, subsidiaries, divisions, affiliates and any other related entities, and all of their current and former agents, officers, employees, trustees, directors, representatives, attorneys, members of their governing boards and all persons acting by, through, under, or in concert with any of them, and further agree to indemnify, hold harmless and reimburse each of the foregoing from any and all charges, complaints, claims, liabilities, obligations, promises, agreements, damages, causes of action, suits, demands, losses, personal injuries, debts, and expenses of any nature whatsoever, whether known or unknown, arising out of or related in any way to the student's or participant's enrollment and/or participation in the Museum School's Summer Studio program, including without limitation, any courses or activities at, sponsored by or connected in any way with the Museum School or the Museum, any instruction or training provided therein, and the use of any materials or equipment associated therewith.

This Acknowledgment and Release Agreement is intended to take effect as a sealed instrument and shall be governed by the laws of the Commonwealth of Massachusetts.

I (WE) HAVE READ AND UNDERSTAND THIS ACKNOWLEDGEMENT AND RELEASE AGREEMENT.

Please print name of student/participant

Signature of student/participant

Date

Signature of parent or guardian of minor student/participant

Date

Health Information and Medical Release Form

Pre-College Summer Studio, Summer 2011

Student/Participant Name

Age

Date of Birth (MM/DD/YY)

Please provide the following information to The School of the Museum of Fine Arts (the "Museum School") for use in the event of a medical issue or emergency. Please include detailed explanations.

1. Do you have a history of seizures or fainting? If so, please describe:

2. Are you diabetic and taking insulin?

3. Are you subject to any specific allergies (including medications)? If yes, please state each allergy and the medications taken for each allergy:

4. Do you have a medical condition that may affect your participation in any aspect of this program? If so, please describe:

5. Is there any learning or health-related disability that you would like to self-identify? If so, please describe:

6. Are you currently taking prescribed medications? If so, please list:

7. Do you have any dietary restrictions (e.g., vegetarian, vegan, etc.)? If so, please list in detail:

8. Are you presently undergoing treatment for any reason, including psychological treatment? If so, please describe:

Health Information and Medical Release Form Continued

Please provide us with the contact information for your physician, caregiver or health center:

Name of Physician or Practice

Address

Phone

Proof of Insurance (required):

Insurance Company

Policy Number

Policy Expiration Date

Policy Holder's Name (If Different From Student or Participant)

Relationship to Student or Participant

Student or Participant Emergency Contact Information:

Person to contact in the event of emergency

Relationship to student/participant

Phone Number of Emergency Contact:

(Day)

(Evening)

Address of Emergency Contact

Parent or Guardian Signature of Minor Student or Participant

Date

Student or Participant Signature

Date

I (we), the above signed Parent/Guardian and the above signed Student or Participant, understand that in the event of an emergency involving injury to the student or participant named above, the Museum School may contact local emergency services for treatment and/or transport to a medical facility and I (we) hereby consent to whatever treatment and transportation is deemed necessary by such local emergency service provider. In the event of illness or injury, I (we) hereby consent to whatever x-ray, examination, anesthetic, medical, dental, or surgical diagnosis, treatment and hospital care is deemed necessary by a licensed physician for the safety and welfare of the participant. It is understood that any medical expenses will be the sole responsibility of the participant and/or his or her parent or legal guardian. In consideration of participation in the Museum School's Summer Studio program, I (we), on behalf of myself (ourselves), any other parent or guardian, next of kin, heir, administrator or any other person acting on my (our) behalf, hereby irrevocably and unconditionally release, acquit, and forever discharge the Museum School and the Museum of Fine Arts, Boston and each of their predecessors, successors, assigns, parents, subsidiaries, divisions, affiliates and any other related entities, and all of their current and former agents, officers, employees, trustees, directors, representatives, attorneys, members of their governing boards and all persons acting by, through, under, or in concert with any of them, and further agree to indemnify, hold harmless and reimburse each of the foregoing from any and all charges, complaints, claims, liabilities, obligations, promises, agreements, damages, causes of action, suits, demands, losses, personal injuries, debts, and expenses of any nature whatsoever, whether known or unknown, arising out of or related in any way to the use or disclosure of the information provided above or from any medical care and/or treatment provided to the student or participant.

Residence Hall Lease Agreement
Master Lease, Artist's Residence, Lease Contract
Pre-College Summer Studio, Summer 2011

Month: _____ Day: _____ 2011

Resident First Name: _____

Last Name: _____ ("you" or "your")

Owner: Massachusetts State College Building Authority ("MSCBA")

College: Massachusetts College of Art ("MassArt")

Residential Life Programming: Massachusetts College of Art ("MassArt")

Administrator/Leaser: School of the Museum of Fine Arts ("SMFA")

Manager and Agent of Owner: Capstone Management, Inc. ("CM")

Property: A 310 Bed residence hall located at 600 Rear Huntington Avenue, Boston, Massachusetts.

LEASE SUMMARY:

Please check which Program Option you are attending:

- 3 Week Option: Starting Date is June 26, 2011 and the Ending Date is at noon on July 16, 2011
 5-Week Option: Starting Date is June 26, 2011 and the Ending Date is at noon on July 30, 2011

The Lease Term is the length of time between the Starting Date and the Ending Date.

It is understood that the Resident's Premises are to be used and occupied by Resident for residential purposes only. The Resident's Life Staff at the School of Museum of Fine Arts shall assign Resident to the Premises at the beginning of the Term; provided, however, that during the Term of this lease, the Resident's Life Staff at the School of Museum of Fine Arts shall have the right to move Resident to similar accommodations within the Property.

Please take special care when reading your lease. Item 12 explains damages, which are assessed after the student has moved out. Assessments are done by Management staff and if damage is found you will be billed after move out.

RENT AND ALL FEES ARE INCLUDED AS PART OF THE PRE-COLLEGE SUMMER STUDIO TUITION. ANY DAMAGE CAUSED TO THE ROOM WILL BE BILLED THROUGH THE BUSINESS OFFICE AT SMFA AND ALL PAYMENT ARRANGEMENTS SHALL BE PAYABLE TO SMFA.

*Please only return page 7 of this document to us when submitting your forms packet to the Pre-College Summer Studio Program.

1. **DESCRIPTION AND RELOCATION.** This Occupancy Agreement is between the School of the Museum of Fine Arts (“SMFA”) and the Resident and/or the Parent/Guardian, as each is defined above. We agree to let the Resident use the Premises solely to the extent provided herein. The “Premises” is defined as including each of the following:
 - a. The Resident’s sole use of the Bedroom in the Suite (or any reasonable substitute Bedroom provided by us at our election);
 - b. Together with the other residents of the Suite, the resident’s joint use of the Common Areas in the Suite and the Property (for purposes of this Occupancy Agreement, “Common Areas” are those areas within the Suite to which the Resident has access without going into another Bedroom, and, within the Property, those areas to which all residents have general access); and
 - c. The Resident’s joint use of all appliances within the Common Areas of the Suite and the Property.

SMFA has the right to relocate the Resident from one Bedroom in the Suite to another or to another similar bedroom within a Suite within the Property upon providing you ten (10) days written notice.

The Resident and Parent/ Guardian’s rights under this Occupancy Agreement permit the Resident to use the Premises only as set forth herein, and possession and control of the Premises shall remain with SMFA.

2. **OCCUPANTS.** Only the Resident can live in the Premises and only so long as the Resident is enrolled as a student at, or are employed by, the School of the Museum of Fine Arts. It will be used only as a private residence and for no other purpose. The Resident is responsible for all the obligations under this Occupancy Agreement unless we (SMFA) specifically agree, in writing, to release the Resident.

Only one (1) resident per bed space may live in the Suite. SMFA has the right, when any bedroom within the Suite is unoccupied, to place a new resident in the unoccupied bed-space. Should the Resident fail to cooperate in the placement of a new resident, SMFA has the right to require the Resident and/or any of the other Suite residents to pay us the Occupancy Fee due for such unoccupied bedroom. The fact that the Resident and his/her roommates may be in conflict with each other will not act as grounds to terminate the Occupancy Agreement. If a Resident’s roommate or a potential roommate was not truthful on their occupancy application, SMFA is not liable, but that person could be in default under their Occupancy Agreement.

3. **OCCUPANCY TERM.** The Resident’s Occupancy starts on the Starting Date, and ends at noon on the Ending Date (the fact that the Resident is no longer a student does not shorten the Term or reduce the Resident’s liability), but the Resident cannot occupy the Premises until we have complete and executed all occupancy agreement documents. If SMFA does not provide the Resident a Bedroom when we are supposed to, whether on the Starting Date or during the Term, we will not be liable to the Resident or the Parent/Guardian for damages; however, the Resident or Parent/Guardian will not owe us an Occupancy Fee for those days the Resident is unable to occupy a Bedroom (but that is the only remedy the Resident or Parent/ Guardian has).
4. **HOLDOVER.** If the Resident still occupies the Premises past the Ending Date, the date contained in your move-out notice, or the date on which Mass Art and/or SMFA and/or CM notify the Resident to leave the Premises, then the Resident or Parent/ Guardian shall pay SMFA any unpaid balances of the Occupancy Agreement plus an additional \$200 per day for the extra time the Resident stays

in the Premises (payable daily in advance without notice or demand) plus, all of our damages and damages of the person who could not move in because of your holdover.

5. **MOVE-IN.** A Move-In Inventory and/or a Unit Condition Report form will be provided to the Resident at the time the Resident moves into the Premises. Within forty-eight (48) hours after move in, the Resident must provide a notice to Capstone Management, Inc. in writing of any defects or damages in the Premises; otherwise, the Premises, fixtures, appliances and furniture, if any, will be considered to be in a clean, safe and good working condition and the Resident or Parent/ Guardian will be responsible for defects or damages that may have occurred before the Resident moved in. Except for what the Resident tells Capstone Management, Inc. in writing, the Resident or Parent/ Guardian accepts the Premises, fixtures, appliances and furniture in their "AS-IS" CONDITION, WITH ALL FAULTS AND IMPERFECTIONS. WE MAKE NO EXPRESS, AND DISCLAIM ANY AND ALL IMPLIED, WARRANTIES WITH REGARD TO THE PREMISES, FIXTURES, APPLIANCES AND FURNITURE.
6. **MOVE-OUT.**
 - a. The rest of this paragraph applies unless the Occupancy Agreement is terminated or cancelled. If the Resident intends to leave the Premises permanently, whether on or prior to the Ending Date, the Resident and/or the Parent/ Guardian must provide the Asst. Director of Residence Life at the SMFA with forty-five (45) days advance written notice of the specific date by which the Resident will leave and the Resident or Parent/ Guardian must pay all Occupancy Fees through the Ending Date of the occupancy by the time the Resident moves out. Verbal notice is not sufficient. If such form is not used, the Resident or Parent/ Guardian is responsible for obtaining the Asst. Director of Residence Life's (SMFA) written acknowledgement that the move-out notice has been received. **Even if proper notice is given, the Resident and/or Parent/ Guardian are not released from liability under the Occupancy Agreement unless all payments through the Ending Date of the occupancy have been made.**
 - b. When the Resident leaves, whether at or prior to the Ending Date, the Premises, including, but not limited to, the windows, bathrooms, and kitchen appliances in the Common Areas, must be clean and in good repair and condition. If the Resident fails to clean or if any appliances have been damaged or are missing, the Resident and/or the Parent/ Guardian will be liable for reasonable charges to complete such cleaning, repair or replacement. Each Resident must schedule a walk-through with a Resident Assistant or Resident Coordinator prior to moving out. All rooms must be vacated prior to inspection. There will be one (1) inspection per apartment. If an inspection is not scheduled by the Resident, the Resident and/or Parent/ Guardian agrees to accept the assessment of damages will be made by Capstone Management, Inc. who may not inspect the Resident's Bedroom or Suite until after the Resident has moved out.
 - c. If the Resident leaves any of his/her property in the Premises after he/she vacates or after the end of this Occupancy Agreement, that property is deemed to be abandoned by the Resident and we can, without delay, take such action as SMFA desires and charge the Resident and/or the Parent/ Guardian with costs incurred to keep, sell or dispose of such property without liability to the Resident and/or the Parent/Guardian.
 - d. If the Resident moves out before the end of the Term, the Resident and/or the Parent/Guardian will also have to pay SMFA an administrative fee of \$100.00. The administrative fee is not a cancellation fee, buyout fee or a limitation on damages collectible by SMFA as you have violated the Occupancy Agreement and the Occupancy Fees for the remainder of the Term is still payable to us. Rather this administrative fee is a liquidated amount covering only part of our damages, that is, our time, effort, and expense in finding and processing a replacement occupant. Such items are uncertain and difficult to ascertain, particularly those relating to inconvenience, paperwork, advertising, showing Suites, utilities for showing, checking prospects, office overhead, and marketing costs.
7. **OCCUPANCY FEE AND ADDITIONAL CHARGES.** The Resident and/or Parent/Guardian must pay the Occupancy Fee (included as part of the Pre-College Summer Studio tuition) and all

additional charges and fees before moving in. All charges are payable at the Business Office of the School of the Museum of Fine Arts (or at such other place of which SMFA notifies you in writing). The Resident and/or Parent/Guardian have no right to withhold Occupancy Fees for any purpose, including an Act of God, unless we do not provide the Resident's Bedroom. The Resident and/or Parent/Guardian may not reduce any Occupancy Fees payable to SMFA by the amount of any costs or damages against SMFA and/or CM. At our option, we can require that all money payable to us is to be paid in either certified or cashiers check, money order or personal check. All checks and money orders must be payable to SMFA. Cash will not be accepted without our prior written permission. The Resident and/or Parent/Guardian's obligation to pay all Charges is a promise independent from all of our promises, duties and obligations.

- a. At our option and without notice, any money that SMFA receives can be applied first to non-occupancy fee obligations and then to Occupancy Fees (any past due Occupancy Fees being paid first), regardless of whether the Resident and/or the Parent/Guardian have made notations on checks or money orders and regardless of when the obligation came about.
- b. While SMFA does not have to, they can accept partial payment, but SMFA does not waive the right to collect and enforce the payment of the remainder.
- c. The Resident and/or the Parent/Guardian is liable for all costs or charges associated with SMFA and/or CM having to provide special services to the Resident or on the Resident's behalf (unless the special services are required to be paid by us pursuant to laws requiring us to provide reasonable accommodations to those with disabilities) and for all fees or fines as described in this Occupancy Agreement.

8. **UTILITIES.** It is agreed that gas, electric, water, basic cable television services, sewer and garbage collection, local telephone service and Ethernet service for the Suite will be provided. If the Resident wishes to have long distance telephone service, the Resident must contact the appropriate provider and pay for those services. The Resident is also responsible for any additional cable services beyond the basic service provided.

All utilities may be used only for normal household purposes and must not be wasted.

MSCBA, Mass Art, SMFA, CM will not be liable for any interruption, surge or failure of utility services provided by us to the Premises or any damage directly or indirectly caused by the interruption, surge or failure.

9. **RESIDENT'S OBLIGATIONS AND RESPONSIBILITIES.** The Resident and/or the Parent/Guardian agree to keep and maintain the Premises in good clean condition excepting reasonable wear and tear, and to make no alterations or additions thereon or therein without the prior written consent of Capstone Management, Inc. The Resident will keep the sinks, lavatories and commodes open and report any malfunction immediately upon occupancy or occurrence. The Resident and/or the Parent/Guardian will pay of the misuse or reimburse us for any service calls made necessary by the Resident's negligence or misuse of heating system, plumbing system or any other aspect of the Premises and repay the cost of all repairs made necessary by the Resident's negligent or careless use of said Premises. Any such fees will be paid to Capstone Management, Inc. The Resident shall immediately report to Resident Director, Capstone Management, Inc. and the local law enforcement authority any act of vandalism to the Premises of the apartment unit in which the Premises are located. Failure to report it within twenty-four (24) hours shall constitute evidence that any damages were not so caused. The Resident agrees to promptly report any repairs, which need to be made to the Premises to Capstone Management, Inc.

Resident and/or the Parent/Guardian shall be liable for and shall pay all costs and expenses to Capstone Management, Inc. for damages to the bedroom occupied by the Resident (including, but not limited to, replacement or repair of all broken or damaged furnishings or fixtures, and any defacement or damage to walls, ceilings, floors and doors) regardless of whether such damage is caused by the Resident or his/her guests or invitees. It is understood that the Resident will be

occupying the apartment unit jointly with other co-Residents, and the Resident and/or the Parent/Guardian shall also be held liable for a pro-rata share of any damages to the common areas of the apartment unit and its furnishings, fixtures, walls, ceilings, floors and doors unless the party solely responsible for such damages can be reasonably ascertained. Accordingly, the Resident and/or the Parent/Guardian must exercise responsibility to see that the entire apartment unit is maintained in good order and repair. No Occupancy Fee shall be reduced or offset for Resident incurred expenses under any circumstances whatsoever, except as otherwise required by law.

It is understood that guests must sign-in with the Guard's Desk and are not permitted to spend the night; occupancy of the Premises is expressly reserved for the Resident only. The occupancy of the Premises by an unauthorized guest shall be deemed a breach of this Occupancy Agreement, and SMFA/Mass Art/CM shall be entitled to recover from the Resident and his/her guest (whose liability shall be joint and several) an amount of occupancy fees equal to that being paid by the Resident, in addition to our right to declare the Occupancy Agreement in default and pursue any of Landlord's other remedies hereunder or by law.

Although the Resident may have visitors from time to time, no more than 8 persons will be allowed in the apartment at one time, and order and tranquility will prevail at all times. If the Resident violates this condition of this Occupancy Agreement, the total cost of repairs for any and all damages caused by an excess number of people in the Premises will be the responsibility of the Resident and/or the Parent/Guardian.

10. **COMMUNITY POLICIES.** The Resident and the Resident's guests must comply with all written rules and policies, which the Massachusetts College of Art and School of the Museum of Fine Arts adopt for the Property. The policies are considered to be a part of this Occupancy Agreement, and may be revised, amended, expanded or discontinued at any time at the sole discretion of Mass ART, SMFA and CM by posting a notice on a bulletin board or other area that we designate for notices to residents. If the Resident violates any of these rules or policies the Resident is in violation of this Occupancy Agreement.
11. **PARKING.** Parking is reserved for employees of Massachusetts College of Art. Residents of the building are not permitted to park in the parking lot or garage. Guests visiting the building must be registered with the security desk and obtain a guest parking pass. Illegally parked or abandoned vehicles may be towed at the expense of the vehicle owner or operator.
12. **MAINTENANCE, ALTERATION AND REPAIRS.**
 - a. The Resident is responsible for and will take good care of the Premises and Common Areas. The Resident will not remove any of the property, and the Resident will not perform any repairs, painting, wall papering, electrical changes or other alterations (other than for small nail holes in sheet rock for hanging pictures) on the Premises without the prior written consent of Capstone Management, Inc. We can require the Resident to prepay or, if we elect, the Resident agrees to repay Capstone Management, Inc., within 10 days after we send the Resident an invoice, for the cost of all repairs made necessary by the Resident or any other persons in violation of this Occupancy Agreement or the negligent or careless use of the Premises or any part of the Property including without limitation damage from waste water stoppages caused by foreign or improper objects in lines serving the Resident's bathroom, damages to appliances, doors, windows or screens, damage from window or doors left open and repairs or replacements to security devices necessitated by misuse or damage by the Resident or his/her guests (this includes damages that may have been caused to the Suite by other residents of the Suite if we cannot determine who is responsible). If the Resident and/or the Parent/Guardian prepay, any over-payment will be applied against any amount that the Resident and/or the Parent/Guardian owes SMFA/CM, and the remainder will be returned to the Resident and/or the Parent/Guardian; if the Resident and/or the Parent/Guardian prepayment was less than the cost incurred, the Resident and/or the Parent/Guardian will pay us that amount within ten (10) days

after we send the Resident and/or the Parent/Guardian an invoice. The Resident and/or the Parent/Guardian obligations to pay the charges described in this paragraph will survive after the ending of this Occupancy Agreement.

13. **NON-LIABILITY OF LANDLORD.** Neither Owner, Massachusetts College of Art, School of the Museum of Fine Arts nor Capstone Management, Inc. as Agent (regardless of the negligence of Owner, Massachusetts College of Art, School of the Museum of Fine Arts or Capstone Management, Inc. as Agent) shall be liable for any personal conflict with co-Residents, Resident's guest or invitees, or with any other Residents that reside at the **Artists' Residence**. Neither Owner, Massachusetts College of Art, School of the Museum of Fine Arts nor Capstone Management, Inc. as Agent (regardless of the negligence) shall be liable for any personal injury to the Resident or damage or loss to the Resident's property, including but not limited to any injury, loss or damage caused by burglary, assault, vandalism, theft or any other crimes. All personal property placed or kept in the Premises, or in any storage room or space, or anywhere on the adjacent property of Building shall be at the Resident's sole risk, and we shall not be liable for any damages to, or loss of, such property. The Resident is encouraged to secure apartment-dwellers or similar insurance to cover any loss or damage to personal property.
14. **RIGHT OF INSPECTION AND ENTRY.** The Residence Life staff of Massachusetts College of Art, School of the Museum of Fine Arts, Capstone Management, Inc. and its Agents or Employees shall have the right to enter the Premises at reasonable hours for the purpose of making inspections and repairs, after first notifying the Resident, unless an emergency condition exists or we have reason to suspect a violation of the terms of this Occupancy Agreement. The Agents shall also have the right to enter the premises during daylight hours to show the Premises to prospective Residents or purchasers during Resident's occupancy of the Premises if prior appointment is scheduled except no such prior appointment shall be necessary if the Occupancy Agreement has been declared in default. Should we enter for the purpose of making an inspection and determine there are any problems with repair, damage, or otherwise, we shall notify the Resident, specifying the existence of such damage, and we shall have the option to repair, replace, clean, or otherwise deal with any damaged items and shall invoice the Resident and/or the Parent/Guardian for any such charges, including a reasonable charge for management overhead as a result of said actions with respect to any matters other than reasonable wear and tear, and the Resident and/or the Parent/Guardian shall pay within ten (10) days of the invoice directly to Capstone Management, Inc.
15. **CONDEMNATION.** If the whole or any part of said Premises hereby occupied shall be taken by competent authority for any public or quasi-public use or purpose, making the Premises uninhabitable as a residence, then and in that event, the term of this Occupancy Agreement shall cease and terminate from the date when the possession of the part so taken shall be required for such use or purpose. All damages awarded for such taking shall belong to and be property of the Owner. In the event the Premises are condemned by a government agency (such as health department), or that the Resident is evicted due to the negligence MSCBA, Mass Art, SMFA or CM, this Occupancy Agreement will terminate from date of said eviction.
16. **DEFAULT.** It is a default under this Occupancy Agreement if:
 - a. The Resident and/or the Parent/Guardian fails to pay Occupancy Fees or any other amount owed under this Occupancy Agreement as directed by this Occupancy Agreement;
 - b. The Resident or his/her guest violates this Occupancy Agreement or any addendum to it, the Community criminal laws, regardless or whether arrest or conviction occurs;
 - c. The Resident fails to move into the Premises after completion of all required documentation, or, if the Resident abandons the Premises (that is, you appear to have moved out before the end of the Occupancy Agreement, clothes and personal belongings have been substantially moved out and you have not been in the Bedroom for five (5) consecutive days; or, five (5) days after your death);

- d. The Resident and/or the Parent/Guardian has made any false statement or misrepresentation on any information provided to us, which includes the application submitted on behalf of the Resident;
- e. The Resident or his/her guest is arrested for a felony offense involving actual or potential possession, manufacture or delivery of a controlled substance, marijuana, or illegal drug paraphernalia as defined by applicable law.
- f. Any illegal drugs or illegal drug paraphernalia are found in the Premises (whether or not we can establish possession); or
- g. The Resident and/or the Parent/Guardian fails to pay any fine, charge, or penalty within ten (10) days after it is levied in accordance with this Occupancy Agreement.

17. **REMEDIES.** If the Resident and/or the Parent/Guardian is in violation of this Occupancy Agreement, SMFA and/or CM can, without demand or notice (other than as provided in this paragraph) in addition to other remedies allowed by law:

- a. Collect any fines imposed by this Occupancy Agreement;
- b. Sue to collect past due Occupancy Fees, fees and any other damages we have incurred because of your violating the Occupancy Agreement;
- c. Terminate the Resident's right to occupy the Premises, institute an action for eviction, but not terminate the Occupancy Agreement or end the Resident and/or the Parent/Guardian monetary obligation for the Premises by giving you written notice providing twenty-four (24) hours for you to leave;
- d. Sue to collect all unpaid Occupancy Fees and other sums which would become due until the Ending Date of the Occupancy Agreement or until another person takes occupancy (and then, we can still recover from the Resident and/or the Parent/Guardian the difference between the Occupancy Fees due hereunder and the Occupancy Fees paid by the new resident together with the administration fee of \$100.00);
- e. Terminate the Occupancy Agreement and the Residents right to occupy the Premises and institute an action for eviction, by giving the Resident written notice and providing twenty-four (24) hours for the Resident to leave or such longer notice required by applicable law;
- f. Report all violations to credit reporting agencies;
- g. Draft the Resident and/or the Parent/Guardian's checking account any sums owed that have not been disputed in writing;
- h. Accelerate the remainder of the Occupancy Fees due under this Occupancy Agreement through the Ending Date; and
- i. Do any combination of a, b, c, d, e, f, g, or h; however, if the default solely relates to the Resident's failure to move in, we will return prepaid Occupancy Fees and the Security Deposit if a replacement resident acceptable to us takes occupancy on the Starting Date; however, we will retain an amount of \$100.00 as an administrative fee.

Occupancy violations, including failure to pay any sums due, may also subject the Resident to sanctions by the School of the Museum of Fine Arts, which may prevent the Resident from enrolling at the School and from obtaining grades, transcripts or diplomas.

All unpaid amounts will bear interest at 18% per year from the date originally due through the date of payment.

18. **CUMULATIVE REMEDIES.** The exercise of any remedy by SMFA and/or CM shall not be taken to exclude or waive the right to exercise any other right or remedy which we might have. After we give the Resident and/or the Parent/Guardian notice to leave the Premises or if we file an eviction suit, even if we accept Occupancy Fees or other sums due, such acceptance does not waive or diminish our continuing rights of eviction or any other contractual or statutory right unless we specifically agree to it.

19. **COSTS AND FEES.** In the event SMFA and/or CM bring an action against the Resident and/or the Parent/Guardian because of the Resident and/or the Parent/Guardian's violation of this Occupancy Agreement, we can recover all costs or fees involved, including reasonable attorneys fees, as part of any judgment.
20. **SALES.** Any sale of the Property shall not affect this Occupancy Agreement or any of the Resident and/or the Parent/Guardian's obligations, but upon such sale MSCBA, Mass Art, SMFA and CM will be released from all of our obligations under this Occupancy Agreement and the new owner of the Property will be responsible for the performance of the duties of Agents from and after the date of such sale.
21. **RESIDENT INFORMATION.** If the Resident and/or the Parent/Guardian have supplied information to SMFA and/or CM by means of an occupancy application or similar instrument, you represent that all such information is true and correct and was given voluntarily and knowingly. If someone requests information regarding Resident or Resident's occupancy history for law enforcement, governmental or business purposes, SMFA and/or CM can provide such information.
22. **ANIMALS.** With the exception of Guide Animals, no animals of any kind including aquarium animals are allowed on the Premises.
23. **WEAPONS POLICY.** No weapons real or decorative are allowed on the Premises. If you have a question as to whether or not an item is a weapon ask the Asst. Director of Residence Life or the Resident Director before bringing the item on the premises.

The following are considered weapons:

- | | |
|------------------------------|---|
| - guns & firearms | - pellet guns |
| - air rifles & pistols | - explosives |
| - knives, swords | - paint guns |
| - fire crackers & fire works | - sling shots |
| - any facsimile of a gun | - any other objects commonly used as a weapon |

24. **FIRE SAFETY.** No halogen lamps, candles, incense, flammable materials, and liquids or materials that cause vapors, oil lamps, hot pots, propane tanks, or cigarettes are allowed in the residence.

THIS IS A LEGALLY BINDING CONTRACT. TAKE WHATEVER TIME NEEDED TO UNDERSTAND THIS CONTRACT BEFORE YOU SIGN IT.

Please check which Program Option you are attending:

- 3 Week Option: Starting Date is June 26, 2011 and the Ending Date is at noon on July 16, 2011
- 5-Week Option: Starting Date is June 26, 2011 and the Ending Date is at noon on July 30, 2011

SIGNING

THE RESIDENT AND/OR PARENT/GUARDIAN HEREBY ACKNOWLEDGES THAT HE OR SHE HAS READ THIS AGREEMENT, THE OCCUPANCY APPLICATION, ADDENDUMS AND THE RULES AND REGULATIONS. THE RESIDENT AND/OR PARENT/GUARDIAN UNDERSTAND THAT THE COMMUNITY POLICIES AND STUDENT CODE OF CONDUCT MAY BE AMENDED FROM TIME TO TIME AND ARE FOR THE PURPOSE OF PROTECTION THE PREMISES AND PROVIDING FOR THE SAFETY AND WELL BEING OF ALL OCCUPANTS OF THE PREMISES, AND AFFIRMS THAT RESIDENT WILL, IN ALL RESPECTS, COMPLY WITH THE TERMS AND PROVISIONS OF THIS AGREEMENT. THE RESIDENT AND/OR PARENT/GUARDIAN ACKNOWLEDGES THAT THIS OCCUPANCY AGREEMENT IS A LEGAL DOCUMENT AND IS INTENDED TO BE ENFORCEABLE AGAINST THE RESIDENT AND/OR PARENT/GUARDIAN IN ACCORDANCE WITH ITS TERMS AND CONDITIONS.

RESIDENT NAME (please print):

PARENT/GUARDIAN (please print): (if under 18 years of age)

RESIDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

DATE

DATE

FOR OFFICE USE ONLY

<i>Student Affairs Official:</i> _____	
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POST TO:
School of the Museum of Fine Arts, Boston
Continuing Education
230 The Fenway
Boston, MA 02115

FAX TO:
617-369-3679

Image Release Form
Pre-College Summer Studio, Summer 2011

I, _____, agree to allow the School of the Museum of Fine
(print parent/guardian name)

Arts, Boston (SMFA), the right to use and reproduce my son/daughter's _____,
(print student/participant name)
image or likeness for use in marketing and promoting the art education programs offered by the
School in partnership with Tufts University. These uses may include, but are not limited to, the SMFA
Web site and School publications.

I understand and agree that I will receive no compensation, now or in the future, in connection with the use
of my son/daughter's image or likeness. If you choose to not allow us the right to reproduce your son/daughter's
image or likeness, we fully respect your direction, and your son/daughter will not be penalized in any way.

_____ **YES**, I agree to allow the School of the Museum of Fine Arts, Boston the right to use and reproduce
my son/daughter's image or likeness. I fully understand the contents of this letter.

_____ **NO**, I do not agree to allow the School of the Museum of Fine Arts the right to use and reproduce my
son/daughter's image or likeness. I fully understand the contents of this letter.

Printed name of parent/guardian

Signature of parent/guardian _____

Date: _____

Printed name of student/participant _____

Address to which we may send a copy of any print materials if we choose to use your child's image:

Street address

City _____ State _____

Zip _____

Phone _____

E-mail _____

**Off-Campus Trips Acknowledgement and Release
Pre-College Summer Studio, Summer 2011**

Please print name of student/participant

Age

Please print name of parent or guardian of minor student/participant

The Pre-College Summer Studio will include numerous activities that require travel from The School of the Museum of Fine Arts, Boston (the "Museum School") property to locations in and around Boston. Public transportation (the "T") will generally be used for travel, and Summer Studio resident assistants and/or other staff members will accompany students on all Museum School sponsored trips.

Off-campus trips will include a variety of supervised activities. Activities may also include free time in popular areas of Boston. When students or participants are given free time they will not be directly supervised (though a staff member will be present in the area), but will be required to check in at designated times with the staff member.

In consideration of participation in the Museum School's Summer Studio program, I (we), on behalf of myself (ourselves), any other parent or guardian, next of kin, heir, administrator or any other person acting on my (our) behalf, hereby irrevocably and unconditionally release, acquit, and forever discharge the Museum School and the Museum of Fine Arts, Boston and each of their predecessors, successors, assigns, parents, subsidiaries, divisions, affiliates and any other related entities, and all of their current and former agents, officers, employees, trustees, directors, representatives, attorneys, members of their governing boards and all persons acting by, through, under, or in concert with any of them, and further agree to indemnify, hold harmless and reimburse each of the foregoing from any and all charges, complaints, claims, liabilities, obligations, promises, agreements, damages, causes of action, suits, demands, losses, personal injuries, debts, and expenses of any nature whatsoever, whether known or unknown, arising out of or related in any way to the student's or participant's enrollment and/or participation in the Museum School's Summer Studio program.

I (we) also understand and agree that the student or participant will adhere to all written and verbal rules and instructions of the staff member(s), as well as all other Museum School Summer Studio program policies while participating in any Museum School sponsored off-campus activities. Failure to follow all such rules and policies may result in disciplinary action, up to and including dismissal from the Pre-College Summer Studio program without a refund.

This Acknowledgment and Release Agreement is intended to take effect as a sealed instrument and shall be governed by the laws of the Commonwealth of Massachusetts.

I (WE) HAVE READ AND UNDERSTAND THIS ACKNOWLEDGEMENT AND RELEASE AGREEMENT.

Signature of student/participant

Date

Signature of parent or guardian of minor student/participant

Date

Travel Notification Form
Pre-College Summer Studio, Summer 2011

All participants:

Student/Participant Name _____

Age _____

Parent/Guardian Name(s) _____

I/we plan to travel to SMFA via: Car Bus Train Plane

I /we plan to arrive by 1 pm on June 26, 2011: Yes No (see next question)

Please explain any special circumstances regarding your travel plans:

Participants flying unaccompanied:

We are happy to provide transportation assistance for participants who are flying unaccompanied in and out of Boston's Logan International airport for the Pre-College Summer Studio program. **To make arrangements for airport pick-up and drop-off please fill out the form below.** In order to ensure that arrangements can be made for you please return this form to the Continuing Education Office no later than May 18, 2011.

Arriving in Boston

Do you need assistance getting from the airport to SMFA?

Yes No

Airline Carrier: _____

Departure City: _____ Flight # _____

Arrival Time in Boston: _____

Date of Arrival: _____

If your flight is **not direct** please indicate the layover city(ies) and subsequent flight #(s):

Layover City #1: _____ Flight # _____

Layover City #2: _____ Flight # _____

Departing Boston

Do you need assistance getting from SMFA to the airport at the end of the program?

Yes No

Airline Carrier: _____

Departure Time: _____ Flight #: _____

Date of Departure: _____

Mail or fax this form to:

**Continuing Education, School of the Museum of Fine Arts, Boston,
230 The Fenway, Boston Massachusetts, 02115
Fax: 617-369-3679**

Visit Request Form

Pre-College Summer Studio, Summer 2011

Please note all authorized visitors and/or pre-planned visits in the space below. Please include names, contact information and dates of the visit(s) where possible. The "Parents' Information" page includes full details of the visitation policies.

Student Name (please print) **Age**

Parent/Guardian Name(s) (please print)

Visitor #1:

Name of visitor

Relationship to student:

Visitor phone # /contact information: _____

Visit details: Date: _____

Time visitor will arrive: _____

Time visitor will depart: _____

Visitor #2:

Name of visitor

Relationship to student:

Visitor phone #/contact information:

Visit details: Date: _____

Time visitor will arrive: _____

Time visitor will depart: _____

Parent/Guardian Signature

Date

COMMUTER Weekend Participation Confirmation

Pre-College Summer Studio, Summer 2011

Pre-College Summer Studio commuter students are not required to participate in evening or weekend activities. However, we do welcome and encourage the participation of commuters.

Studio space is available to Summer Studio commuter students during weekday evenings until 9:15 pm. Commuters are also encouraged to participate in non-studio evening activities, such as outings, residence hall events or film screenings.

To help us plan accordingly, please respond to this mailing, informing us of your presence on weekends or evenings. *Please note that meals are not available during the weekends.* We recommend bringing a packed lunch. Lunch is provided to commuters as part of the program Monday through Friday.

Commuter students are required to participate in the luncheon and orientation on Sunday, June 26. Parents/Guardians are welcome to join us for the luncheon.

Student/Participant Name:

Weekday Evenings (until 9:15 pm)

Check If Applicable

- I plan to attend evening events, as announced
- I plan to utilize my studio space some weekday evenings
- I do NOT plan to attend any evenings

Weekends (approx 11 am to 9 pm)

Check If Applicable

- I plan to attend ALL weekend activities
- I plan to attend SOME weekend activities, as announced
- I do NOT plan to attend any weekends
- Other
-

Do you purchase a monthly subway pass regularly? YES NO

Please note that weekend and evening activities follow a schedule. Commuters are expected to be on time for all departures, as we will leave promptly.

Additional Student Info & Activity Questionnaire

Pre-College Summer Studio, Summer 2011

Student Name

Preferred Name/Nickname

Student Cell _____ - _____ - _____

*Cell phones are required to participate in this program. The above telephone number MUST be the phone number that we can reach you during the entirety of your stay.

Student e-mail address _____

Will you be celebrating a birthday between June 27 and July 30? If yes, when and how old will you be turning? _____

During the Pre-College Summer Studio program, we try to provide extracurricular activities that are fun and, more importantly, that you enjoy participating in. Below is a list of suggested activities. Please check all that appeal to you. Please help us out by making suggestions or offering new ideas of things to do!

What kind of activities would you like to participate in?

- Art museum visits
- Shopping on Newbury Street or in Harvard Square
- Going to a Red Sox game
- Exploring thrift stores, vintage clothing stores, etc.
- Going to music stores, used record stores, etc.
- Going to the movies
- Going to art house or independent cinemas
- Going to art galleries, gallery openings and performances
- Bowling
- Walking around and exploring the city, with no agenda
- Seeing historical attractions or sites
- Spending time in parks such as Arnold Arboretum, the Emerald Necklace, the Franklin Park Zoo, etc.
- Going to outdoor festivals or concerts/theater in the parks
- Going to the aquarium or the science museum
- Going to the beach
- Boat trip to the Harbor Islands/Cape Cod
- Rollerblading/biking or walking along the Charles River
- Playing Ultimate Frisbee or other group games
- Other ideas:

- Are there any activities you cannot participate in? Please explain:

Art Questionnaire

Pre-College Summer Studio, Summer 2011

In order to provide an individualized experience, we are interested in knowing about your background in the arts. We'll share this information with our instructors so they will have an idea of your interests, skills and achievements. The information you provide will help us make the classroom more comfortable for you, so don't be shy!

Name _____ Age: _____

High School _____

Art Teacher _____

1. How many art classes have you taken at your school?
2. How many art classes have you taken at locations outside of your school?
Please list:
3. What media have you worked with in your art classes?
4. What is your favorite medium or combination of media to work with?
5. What level of experience would you say you have in each of the following media?
Please check one box for each media:

Painting:	<input type="checkbox"/> none	<input type="checkbox"/> some	<input type="checkbox"/> tons
Drawing:	<input type="checkbox"/> none	<input type="checkbox"/> some	<input type="checkbox"/> tons
Printmaking:	<input type="checkbox"/> none	<input type="checkbox"/> some	<input type="checkbox"/> tons
Sculpture:	<input type="checkbox"/> none	<input type="checkbox"/> some	<input type="checkbox"/> tons
Installation:	<input type="checkbox"/> none	<input type="checkbox"/> some	<input type="checkbox"/> tons
Performance:	<input type="checkbox"/> none	<input type="checkbox"/> some	<input type="checkbox"/> tons
Video:	<input type="checkbox"/> none	<input type="checkbox"/> some	<input type="checkbox"/> tons
Photo:	<input type="checkbox"/> none	<input type="checkbox"/> some	<input type="checkbox"/> tons
Sound:	<input type="checkbox"/> none	<input type="checkbox"/> some	<input type="checkbox"/> tons

6. How did you first hear about our program?
7. Are you planning on attending an art school after you graduate?

ART KIT ORDER FORM

Pre-College Summer Studio, Summer 2011

The Museum School Store has assembled discounted *ArtKits* to ensure that you have the correct art supplies for your *Summer Studio* classes. **We strongly encourage using this form to pre-order your *ArtKit*.** The price of the *ArtKit* is **\$155**. Most materials in the Kit can be purchased “*a la carte*” from the Museum School Store with cash or credit card. **To order an *Art Kit* please fill-out the information below and fax or mail to the Continuing Education Office by May 18, 2011.**

I would like to buy an *ArtKit*.

Student Name: _____

- Enclosed is my payment of \$155 for the *Art Kit*. (Please make checks payable to “SMFA School Store”).
- I hereby authorize the School of the Museum of Fine Arts, Boston to charge my MasterCard or Visa as indicated below.

Amount to Charge: \$155

MasterCard/Visa # _____

Exp. Date ____ / ____

3 Digit Security ID (located on back of card) ____

Billing Address Zip Code _____

Card Holder's

Name _____

Signature _____ Date ____ / ____ / ____

Card Holder's Daytime

Telephone Number: (____) _____ -- _____

Mail or fax *ArtKit* Order Form to:

**School of the Museum of Fine Arts, Boston
Continuing Education
230 The Fenway
Boston, MA 02115
Fax: 617-369-3679**

LINEN SERVICE ORDER FORM
Pre-College Summer Studio, Summer 2011

The Museum School offers linen service for all Pre-College students. It is set up through an outside entity at the Artist's Residence Hall. Each set includes a fitted and top sheet, pillow and pillowcase, blanket, towels and a face cloth. Linen will be available upon arrival, with the expectation that they are laundered during the program by the student, and returned at the end of the program. The price for this service is **\$14.50**. **There are no cancellations/refunds. To order linen service please fill out this form and mail it with your check to the address below by May 18, 2011.**

I would like to buy bedding/linen service.

Student Name: _____

- Enclosed is my non-refundable payment of \$14.50 for linen service. *(Please make checks payable to "The Artists' Residence").*

Mail Linen Service Order Form to:

**C/O Jennifer Juliano
Facilities & Conference Services
The Artists' Residence
600 Rear Huntington Avenue
Boston, MA 02115**

Credit Card Authorization
Pre-College Summer Studio, Summer 2011

Once the Summer Studio is in 'full swing,' students may need additional art supplies depending on their individual projects and responses to the assignments. We recommend that students have supplementary spending money in order to purchase art supplies as needed. This form allows students to purchase art supplies from the School Store without needing to have cash on hand.

Student Name _____

Name on Credit Card _____

Card Holder's Contact Address _____

Card Holder's Daytime Telephone Number (____) _____ - _____

MasterCard/Visa # _____

Exp. Date ____ / ____

3 Digit Security ID (located on back of card) _____

Billing Address Zip Code _____

I authorize my son/daughter to use the stated credit card to purchase materials from the SMFA store.

Card Holder's
Signature _____ Date _____

Please mail or fax Credit Card Authorization to:

School of the Museum of Fine Arts, Boston
Continuing Education
230 The Fenway
Boston, MA 02115
Fax: 617-369-3679