

How to Obtain: Key/Studio/Swipe Card/FOB

PLEASE NOTE: Lost keys/cards will not be re-issued and damaged deposit will not be refunded.

Departmental Key – For staff, faculty, sessionals, TAs, and VISA 250/350/351/450/451 students

- You will be assigned a key/s on your office/studio space. Other keys are upon request and approval of either the Head or the Administrator.
- Bring the signed Agreement form to the Department office in Lasserre 400. The Receptionist will collect the key deposit (\$100). The following payment methods are accepted: Debit and cheque (payable to “UBC”).
- You will receive an email of a Key Request from the Parking and Access Control notifying you when the keys are ready for pick up. After receiving the email, please go to the Parking and Key Desk in the General Services Administration Building (2075 Westbrook Mall), room 204. Personal identification and an additional key deposit of \$20 are required by the Key Desk.

FOB Key – For staff, faculty, sessionals, TAs and workstudy/learn students only

- This is key is for David Lam room 14.
- Bring the signed Agreement form to the Department office in Lasserre 400. The Receptionist will collect the key deposit (\$25). The following payment methods are accepted: Debit and cheque (payable to “UBC”).
- The Receptionist will give you an inactivated FOB key. You have to go to Jenny Robulack from Arts ISIT at BUCH C106 to get it activated.

GNW Studio Space – For VISA 430/431 students

- Bring the signed Agreement form to the Department office in Lasserre 400. The Receptionist will collect the key deposit (\$35). The following payment methods are accepted: Debit and cheque (payable to “UBC”). You will have a “hold” on your transcript if you do not pay this deposit.

BC Binning Swipe Card – For TAs, faculty, staff, sessionals, workstudy/learn students, and VISA 240/340/341/440/441 students

- Bring the signed Agreement form to the Department office in Lasserre 400. The Receptionist will collect the key deposit (\$25). The following payment methods are accepted: Debit and cheque (payable to “UBC”).
- Go to Rob Bos, Photo/Digital Technician, at BCB 206 to acquire the Swipe Card.

4th year Studio Space

- Attend the Undergraduate Studio Space Assigning Meeting. You will be notified via email.
- Studios are assigned in the following order of priority:
 - 4th- year BFA students enrolled in 4 fourth-year VISA courses plus VISA 480/481

- 4th- year BFA students in 4 fourth-year VISA courses
 - 4th- year BA students in VISA courses
 - 3rd- year BFA students (normally there are no spaces available)
- Studios are located on the second floor of Wesbrook Building (6174 University Boulevard). Students must contact the Printmaking Technician, Ian Craig, in Room 227 of Wesbrook Building and have the Studio Agreement signed.
 - Bring the signed Agreement form to the Department office in Lasserre 400. The Receptionist will collect the studio deposit (\$35), and key deposit (\$100). Studio Key authorizations will not be issued until all fees and deposits are paid. The following payment methods are accepted: Debit and cheque (payable to “UBC”).
 - You will receive an email of a Key Request from the Parking and Access Control notifying you when the keys are ready for pick up. After receiving the email, please go to the Parking and Key Desk in the General Services Administration Building (2075 Westbrook Mall), room 204. Personal identification and an additional key deposit of \$20 are required by the Key Desk.

MFA Studios

- Each MFA student is provided with a private studio on campus in the MFA Studios building at 6363 Stores Road for a 2-year period. Each studio is approximately 250 sq ft. In addition, there is a large common room and computer room available for the exclusive use for MFA students.
- Attend the MFA orientation where a Studio Space is assigned in the first week of Term 1. There you will be provided with a Studio/Key Agreement form.
- Make arrangements with the workshop technician, Kevin Murphy, in DSS 106A to view the studio and have the Studio Agreement signed.
- Bring the signed Agreement form to the Department office in Lasserre 400. The Receptionist will collect the studio deposit (\$75), and key deposit (\$100). Studio Key authorizations will not be issued until all fees and deposits are paid. The following payment methods are accepted: Debit and cheque (payable to “UBC”).
- You will receive an email of a Key Request from the Parking and Access Control notifying you when the keys are ready for pick up. After receiving the email, please go to the Parking and Key Desk in the General Services Administration Building (2075 Westbrook Mall), room 204. Personal identification and an additional key deposit of \$20 are required by the Key Desk.

Key/Studio/Swipe Card/FOB Agreement

- Departmental Key Only \$100 deposit
- BFA Studio at Wesbrook + Dept. Key \$35 + \$100 deposit
→ **Clean out and return keys by May 15th** (next business day if it falls on a weekend or holiday)
- MFA Studios (1st Yr) + Dept. Key \$75 + \$100 deposit
- MFA Studio (2nd Yr) Transfer \$0
- Great Northern Way Studio Space \$35 deposit
- BC Binning Swipe Card \$25 deposit

**deposits are only taken in the form of debit or cheque*

Last Name: _____ First Name: _____

Email (required): _____

Student or Employee #: _____ Studio or Office #: _____

Condition of Studio: _____

(NOTE: Please note any damage or special circumstances here.)

Academic Year (ie.: 2012W): _____ Years in Program: _____

(NOTE: In order to refund your deposit, you must ensure that the studio is being left in same condition (or better than) when it was issued to you. Any damages inflicted while you are occupying the studio will be deducted from your deposit.)

Signature: _____ Date: _____

Administrator: _____ Date: _____

For departmental use only. Do not complete the following section.

Deposit Return Authorization: _____ Date: _____

Student/Employee mailing address:
Refund will be sent via Cheque to this address

ASSIGNED KEYS: _____

ASSIGNED BY: _____

ASSIGNED ON: _____