

Character Animation Cubicle Space & Animation Disk Agreement

2019-2020



Name: _____ Year Level: _____

Phone number: _____ Mailbox number: _____

CalArts Email: _____@alum.calarts.edu Curtain Issued Curtain Returned

By accepting this cubicle space, I agree to the following:

- I accept responsibility for the cubicle space in A221, or, the Lodge to which I am assigned, and the accompanying animation desk, chair, curtain, and standard accessories. I will not alter the cubicle structure. I will not add, or, remove desks from the cubicle. I will clean and return the cube to its proper condition.
- I am aware that cubicle relocations must be approved by the Character Animation office.
- I am aware that there are common areas within the cubes that are to be used for microwaves, toaster ovens, small refrigerators, and coffee pots. I will not have nor use any of these electrical items within my individual cubicle space.
- I will not have futons, couches, mattresses, or beds in my cubicle.
- I will not remove any Institute property in the cubicle from the CalArts building.
- I will not sleep overnight in my cubicle.
- I will not hang curtains, tarps, lights, or anything else from the ceiling above cubicles, cabinets, walls, or, common areas, nor will I remove, or, alter any existing institute lights in my cubicle or the ceiling.
- I am aware that all curtains hung in cubicles must be flame retardant & issued by the Character Animation office.
- I will not daisy chain electrical cords together.
- I will not leave doors to the cubicle areas, the Lodge, or the department propped open.
- I will report any broken or unsafe outlets to the Character Animation Office.
- **I understand that the Lodge is a pet free zone. I will not bring a pet into the Lodge.** Please Initial:

*Student signature: _____ Date: _____

*Confirmation of cubicle assignment: _____ *Cubicle #: _____

(T.A. Signature)

Cubicle Deposit

Deposit required: \$40.00

Pay to Account: DFVDL

A \$40.00 deposit is required for all cubicles. All deposits will be held until a damage report is made. Deposits will be returned through the Accounting Office (F201D). Deposits will only be refunded when graduating, taking a leave of absence, or withdrawal. Loss of deposit may occur from damage and/or misuse of the cubicle and equipment therein.

Deposit paid:

Roll-over approved:

Animation Disk Deposit

Deposit required: \$40.00

Pay to Account: DFVDL

A \$40.00 deposit is required for an animation disk. All deposits will be held until a damage report is made. Deposits will be returned through the Accounting Office (F201D). Deposits will only be refunded when graduating, taking a leave of absence, or withdrawal. Loss of deposit may occur from damage and/or misuse of the animation disk therein.

Deposit paid:

Roll-over approved:

This portion will be filled out at the end of the term.

Cubicle condition

Satisfactory Unsatisfactory

Disk condition

Satisfactory Unsatisfactory

Deposit refunded:

Roll-over approved:

Approved by: _____