



# NBCCD SUMMER RENTAL PROGRAM POLICY

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## 1.0 PURPOSE

The New Brunswick College of Craft and Design (NBCCD) Summer Studio Rental Program provides current students, recent graduates, and alumni with access to studio spaces during the summer months. This initiative supports continued artistic development and practice in alignment with NBCCD's commitment to fostering creative excellence.

## 2.0 ELIGIBILITY

- **Current Diploma and ASP Students:** Must be in good academic standing and have completed at least one year of a diploma program at NBCCD.
- **Recent Graduates:** Individuals who have graduated from NBCCD within the past year.
- **Alumni:** Graduates from NBCCD programs beyond one year, subject to availability and approval.

## 3.0 APPLICATION PROCESS

- **Submission:** Interested participants must complete and submit the Summer Rental Application Form by the specified deadline.
- **Approval:** Applications will be reviewed by the respective Studio Heads and administrative staff. Approval is based on eligibility, studio capacity, and adherence to program guidelines.

#### 4.0 FEES AND DEPOSITS

- **Rental Fee:** A non-refundable fee is required to secure studio space. The fee amount varies by studio and is detailed in the application form.
- **Damage Deposit:** A refundable deposit is required to cover potential damages. The deposit will be refunded upon confirmation by the Studio Head that all equipment and tools have been returned in good condition.

#### 5.0 APPLICANT INFORMATION

- **Hours of Operation:** Studios are accessible from 8:30 AM to 11:00 PM daily.
- **After-Hours Access:** Participants wishing to work after 4:30 PM or on weekends must:
  - Sign an after-hours access form.
  - Ensure at least two individuals are always present on each floor.
  - Acknowledge that after-hours work is undertaken at their own risk, and NBCCD is not liable for any incidents or injuries that may occur.

#### 6.0 RESPONSIBILITIES AND CONDUCT

- **Cleaning and Maintenance:** Participants are responsible for maintaining cleanliness in their workspaces and shared areas. Failure to comply may result in fines or removal from the program.
- **Material Costs:** Participants are responsible for procuring and covering the costs of all materials used, including but not limited to printing services in Photography/Videography and 3D Digital Design studios.
- **Equipment Care:** Participants must handle all equipment and tools with care. Any loss or damage must be reported immediately to the Studio Head and Summer Rental Representative. Participants are responsible for the cost of repair or replacement of damaged items.
- **Compliance:** Participants must adhere to all NBCCD policies, including but not limited to the Student Code of Conduct, Anti-Harassment, and Health and Safety policies.

#### 7.0 REPORTING AND ACCOUNTABILITY

**Summer Rental Representative:** A designated SRR will oversee daily operations, ensure compliance with program policies, and serve as a point of contact for participants.

#### 8.0 TERMINATION OF AGREEMENT

NBCCD reserves the right to revoke studio access at any time if a participant fails to comply with program policies or engages in conduct detrimental to the NBCCD community.

## 9.0 LIABILITY

Participants acknowledge that NBCCD is not liable for any personal injury, loss, or damage to personal property while using the studio facilities.

Only authorized participants are permitted to use the NBCCD studio facilities. No guests, including spouses, friends, or family members, are allowed on the premises at any time. Any violation of this policy may result in immediate termination of studio access.

## 10.0 AMENDMENTS

NBCCD reserves the right to amend this policy as necessary. Participants will be notified of any changes in a timely manner.

## 11.0 CONTACT INFORMATION

For questions or further information regarding the Summer Studio Rental Program, please contact:

NBCCD Administration Office

Tel: (506) 453-2305

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