



# NBCCD STUDIO RENTAL PROGRAM APPLICATION FORM | SUMMER 2025

---

## 1.0 ABOUT THE PROGRAM

The NBCCD Summer Studio Rental Program offers students and recent alumni the opportunity to further their creative practice in a professional studio setting. Participants will have access to college facilities to refine their skills, build their portfolios, and work independently on their projects, all within a shared, well-maintained space.

This is a rental-based program, and participants will be required to pay studio fees (3.0). They will also be responsible for purchasing their own materials and consumables. Failure to make rental payments or provide necessary materials may result in removal from the program.

## 2.0 DATES

Application Deadline:	May 1, 2025
Selection Announcement:	May 15, 2025
Equipment Sign Out:	June 11, 2025
Program Duration:	June 16, 2025 — August 11, 2025

## 3.0 MONTHLY STUDIO FEES

Ceramics:	\$300
Jewelry/Metal Arts	\$300
Textile Design & Fashion Design:	\$100
Photography/Videography:	\$100
3D Digital Design & Graphic Design:	\$100

## 4.0 STUDIO ACCESS AND RESPONSIBILITIES

Participants are required to:

- Pay a refundable damage deposit of \$100 (\$200 for photography/videography) before accessing the studio; responsible for purchasing and managing their own materials and consumables; must adhere to studio policies, including workspace maintenance and cleaning schedules; fully responsible for cleaning and maintaining their workspace and shared studio areas. Cleaning duties will be assigned by the Summer Rental Representative (appointed participant), and failure to complete them will result in fines or loss of studio privileges.
- Submit a progress report at the end of the program. Failure to submit will affect future rental opportunities.

### 4.1 Hours and Weekend Access

Participants will have access to the studios from 8:30 AM to 11:00 PM.

- After 4:30 PM on weekdays and over weekends, participants must sign a designated access form before using the facilities.
- A minimum of two people must be always present on each floor when working outside of standard operating hours (8:30 am - 4:30 pm).
- The designated Summer Rental Representative (SRR) will be responsible for ensuring compliance with these safety measures.
- Participants working after hours do so at their own risk. NBCCD will not be liable for any incidents or injuries that occur during these hours.

## 5.0 APPLICANT INFORMATION

Full Name: \_\_\_\_\_

Email (personal): \_\_\_\_\_

Email (school): \_\_\_\_\_

Phone: \_\_\_\_\_

Current Status (Check One):

- ☐ Graduating Diploma or ASP Student
- ☐ First-Year Diploma Student
- ☐ Alumni (Graduated from Diploma or ASP in or after 2024)

## 6.0 SUMMER RENTAL REPRESENTATIVE (SRR) APPLICATION (OPTIONAL)

If you are interested in applying for the Summer Rental Representative role, please check the box below. The SRR receives waived rental fees and a letter of recommendation upon successful completion of their duties.

☐ I would like to apply for the SRR position.

Describe why you are suited for this leadership position and how you would manage responsibilities such as cleaning enforcement, studio organization, and communication with participants. (Max. 250 words.)

## 7.0 PROJECT PROPOSAL

1. Title of Project.
2. Describe your project or goals for the summer. Include details on how this program will support your artistic or professional growth. (Max. 300 words.)
3. List the equipment and materials you require for your project. Note: Use of equipment is subject to approval.
4. What are your expected outcomes or deliverables by the end of the program?

## 8.0 PORTFOLIO

Attach a portfolio of at least four (4) images of recent work. Each image should be accompanied by the following details:

1. Title of Work
2. Techniques Used
3. Materials Used
4. Year Created
5. Description (Optional)

## 9.0 SUBMISSION INSTRUCTIONS

Complete this application and attach your proposal and portfolio as a single PDF document.

Email your completed application to Associate Dean Yalda Bozorg, [yalda.bozorg@gnb.ca](mailto:yalda.bozorg@gnb.ca), before the deadline. Late or incomplete applications will not be considered.

**Important Note:** To maintain uninterrupted access to studio resources, please ensure that you order all necessary materials ahead of time. NBCCD is not responsible for delays due to unavailability of materials.

## 10.0 AGREEMENT AND SIGNATURE

I, \_\_\_\_\_, acknowledge that all information provided in this application is accurate to the best of my knowledge. I understand that this program is a self-directed opportunity, and I am responsible for managing my own time, workspace, and materials. I also agree to comply with all institutional policies and program policies, including cleaning schedules, responsible material usage, and submission of the final progress report.

Do you agree to keep your workspace and shared areas clean as required, understanding that failure to do so may result in fines or removal from the program?

☐ Yes ☐ No

Do you understand that failure to submit a progress report at the end of the program will affect future rental opportunities?

☐ Yes ☐ No

Do you acknowledge that working after hours is at your own risk and that NBCCD is not liable for any incidents or injuries that may occur?

☐ Yes ☐ No

Do you understand that you are responsible for covering the cost of all materials you use, including printing in Photography/Videography and 3D Digital Design?

☐ Yes ☐ No

Do you understand that the damage deposit will only be refunded once all tools and equipment, whether from the studios or those you have signed out, have been returned in good condition and signed off by your Studio Head?

☐ Yes ☐ No

Do you acknowledge that you are responsible for repairing or replacing any damaged equipment?

☐ Yes ☐ No

Do you understand that only authorized participants are allowed in the studio facilities, and that no guests, including spouses, friends, or family members are permitted on the premises?

☐ Yes ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# NBCCD SUMMER RENTAL PROGRAM POLICY

---

## 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

Email: [nbccdrecruiting@gnb.ca](mailto:nbccdrecruiting@gnb.ca)

Address: 457 Queen Street, Fredericton, NB E3B 1B7 Canada