



# NBCCD SUMMER RENTAL PROGRAM

## SPRING AND SUMMER 2026

### APPLICATION FORM

#### 1. PROGRAM OVERVIEW

The NBCCD Studio Rental Program provides students and recent alumni with access to studio spaces outside of academic terms.

This is a rental based, self directed program. Renters are responsible for all rental fees, deposits, materials, and consumables. No instruction, mentorship, or technical support is provided through this program.

Full program details, fees, schedules, and studio policies are outlined in Appendix A and Appendix B.

#### 2. APPLICANT INFORMATION

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

Studio Area: \_\_\_\_\_

Personal\* Email Address: \_\_\_\_\_

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

\*Student email addresses are not accepted.

Current Status:

- ☐ Graduating Diploma Student
- ☐ First Year Diploma Student
- ☐ Alumni

#### 3. SUMMER RENTAL REPRESENTATIVE (OPTIONAL)

☐ I would like to apply for the Summer Rental Representative role\*\*.

\*\* Summer Rental Representative role is explained in Appendix B3

#### 4. PROJECT PROPOSAL

Project Title: \_\_\_\_\_

Required equipment and tools: \_\_\_\_\_

\_\_\_\_\_

Brief description of the work you plan to undertake and how studio access will be used.

Maximum 300 words.

## 5. PORTFOLIO

Attach a portfolio of at least 4 images of recent work. Portfolios may be submitted as a PDF or as a link to an online portfolio or website with a clearly identified portfolio section.

## 6. AGREEMENT, ACKNOWLEDGEMENT, AND SIGNATURE

By signing below, I confirm that the information provided in this application is accurate.

I acknowledge and agree that:

- This is a rental based, self directed program. I am responsible for all rental fees, deposits, materials, and consumables.
- Studio access is limited to approved rental periods and studio eligibility rules.
- I am responsible for maintaining a clean workspace and participating in shared studio duties.
- Failure to comply with program policies may result in loss of studio access.
- Studios may undergo maintenance or renovation with limited notice.
- Refunds may be requested only if a studio becomes unusable for a significant period.
- Daily studio access is limited and requires advance approval.
- After hours studio use is at my own risk and requires a minimum of 2 people to be present on the same floor at all times.
- Only approved renters are permitted in the studios.
- During the Rental Program, priority use of studios is given to Honeybee classes. Renters acknowledge that studios may be shared with or temporarily used by Honeybee program participants.
- All program communication will be conducted through my personal email address.

I confirm that I have read and agree to the Studio Rental Program policies outlined in Appendix A and Appendix B.

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

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

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

\*\*\*Details on deadlines and how to submit your application is available in Appendix B7

# PART 2: APPENDICES

## APPENDIX A: PROGRAM DETAILS, DATES, AND FEES

Applicants are required to review this appendix before submitting an application.

### A1. PROGRAM DATES

Period	Dates
Spring Rental Period	April 27 to May 29, 2026
Studio Closure	June 1 to June 14, 2026
Summer Rental Period	June 15 to August 15, 2026

The minimum rental period is 1 month.

### A2. STUDIO ELIGIBILITY BY AREA

Studio Area	Eligible Rental Periods
Ceramics	Spring and Summer
Textile	Spring and Summer
Jewellery and Metal Arts	Summer only
Photography and Videography	Summer only
Graphic Design	Summer only
3D Digital Design	Summer only

### A3. RENTAL PERIOD OPTIONS AND DEADLINES

#### Spring Rental Period

Period	Payment Due	Studio Vacated By
April 27 to May 29	On or before April 27	On or before May 29 unless continuing into Summer

#### Summer Rental Period

Renters may choose to rent for 1 month or for the full Summer period.

Option	Payment Due	Studio Vacated By
June 15 to July 15	On or before June 15	On or before July 15
July 15 to August 15	On or before July 15	On or before August 15
June 15 to August 15	On or before June 15	On or before August 15

Rental fees and deposits must be paid before the start of each rental period.

## A4. MONTHLY STUDIO FEES AND DAMAGE DEPOSITS

### Monthly Rental Fees

Studio Area	Monthly Fee
Ceramics	\$300
Jewellery and Metal Arts	\$300
Textile and Fashion Design	\$100
Photography, Graphic Design, 3D	\$100

### Damage Deposits

Studio Area	Deposit
All studios Except Photo	\$100
Photography and Videography	\$200

Damage deposits must be paid in cash or by cheque payable to the Minister of Finance. Deposits are refundable at the end of the rental period, subject to studio inspection and confirmation that all tools, equipment, and keys have been returned in good condition.

Monthly rental fees must be paid by card or cash at the College Store.

## A5. DAILY STUDIO RENTAL POLICY

Daily Studio Rental is available to current students and 2026 graduates requiring short term access.

- Maximum of 10 days per summer
- Monday to Friday only
- 8:30 AM to 4:00 PM
- No after hours access

### Daily Rental Fees

Studio Area	Daily Fee
Ceramics	\$15
Jewellery and Metal Arts	\$15
Textile and Fashion Design	\$5
Photography and Videography	\$5
Graphic Design	\$5
3D Digital Design	\$5

### Daily Deposits and Payment

Item	Amount	Payment Method
Refundable key deposit	\$20 per day	Cash or cheque payable to the Minister of Finance
Daily rental fee	As listed above	Card payment at the College Store

The key deposit is refunded when the access card is returned to the College Store before closing at 4:00 PM on the day of use.

## **APPENDIX B: STUDIO OPERATIONS, ROLES, AND POLICIES**

Applicants are required to review this appendix before accepting studio access.

### **B1. STUDIO ACCESS HOURS**

Studios are accessible from 8:30 AM to 11:00 PM.

After hours access applies on weekdays after 4:30 PM and on weekends.

### **B2. AFTER HOURS STUDIO USE**

After hours use requires:

- Completion of the after hours access form
- A minimum of 2 people present on the same floor at all times

After hours studio use is at the renter's own risk. NBCCD is not liable for incidents or injuries occurring outside standard operating hours.

### **B3. SUMMER RENTAL REPRESENTATIVE ROLE**

The Summer Rental Representative supports the day to day operation of studios during the Summer Rental Period and must be regularly present at the College.

Responsibilities include:

- Creating and maintaining communication with renters
- Communicating regularly with the Associate Dean
- Supporting daily renters and access coordination
- Coordinating shared studio cleaning and organization
- Supporting after hours safety compliance

### **B4. CLEANING AND SHARED RESPONSIBILITIES**

Renters are responsible for maintaining clean and safe workspaces and participating in shared studio duties. Failure to meet these expectations may result in loss of studio access.

### **B5. HONEYBEE PROGRAM PRIORITY**

During the Rental Program, priority use of studios is given to Honeybee classes. Renters must accommodate shared or interrupted access as required.

### **B6. STUDIO MAINTENANCE, RENOVATIONS, AND REFUNDS**

Studio maintenance and renovations may occur with limited notice. If a studio becomes unusable for a significant period, renters may request a refund for the unused portion of their rental term.

## B7. SUBMISSION AND COMMUNICATION

Item	Date
Call for applications opens	February 2, 2026
Application deadline	March 27, 2026
Results shared	April 7, 2026

Applications must be submitted by email to Yalda Bozorg at [yalda.bozorg@gnb.ca](mailto:yalda.bozorg@gnb.ca)

The completed application form must be attached as a PDF. Portfolios may be submitted as a separate PDF or shared as a link to an online portfolio or website with a clearly identified portfolio section.

Applicants who have questions about the application process, how to complete the form, or how to prepare their project proposal may contact Yalda Bozorg for clarification.

All communication related to the Studio Rental Program will be conducted through personal email addresses only. Student email accounts will not be used or accepted. Applicants are responsible for monitoring their personal email.

Late or incomplete applications will not be considered.