

MINNEAPOLIS COLLEGE OF ART & DESIGN Screen Checkout Policy

CIRCLE ONE

FR SO JR SR GRAD

FAC STAFF POST BAC JEROME OTHER

NAME: _____ PHONE: _____

I, _____ (please print name), understand that I am responsible for the following things when I check out a large screen.

- If the screen is not returned by the Date Due below, Printshop Staff have the right to find and check back in the screen, and check it out to others. This will result in the loss of future large screen checkout privileges
- You will be charged the ACTUAL cost to remesh the screen if damaged--ranging from \$50 to \$75.

Screen name:	Size:	Checked out:	Date Due:

• If I don't meet these conditions, I may be fined. • I fully understand these policies and have a valid fee statement on file. • I hereby agree to accept full responsibility for any loss or damage to the screen(s) I check out and if I damage a screen will pay the actual cost to get it remeshed. • I agree to not lend out my screen to another student • *It is the responsibility of MCAD Students/Faculty/Staff who check out large screens to clean them after you are done with them, and often, before use, since MCAD Printshop Staff can only clean large screens when time permits.* • Large screens not available to CS students. • *Please note: MFA/Faculty/staff who want to use large screens for their own work for a month or longer will need to purchase their own screens.*

I have taken a previous screenprinting class _____ (name of class)
_____ (semester/year) with _____ (name of instructor).

Signature _____ Date _____

PRINTSHOP SIGNATURE _____ DATE _____

HOW TO RETURN THE SCREEN

*If staff is not present at this date/time to facilitate check in, please leave your screen in one of the large screen slots in the screen darkroom and send an email to diana_eicher@mcad.edu and put a check mark on the laminated sign letting us know you are done with the screen. Thanks for your help!

PRINT SHOP USE ONLY

Check in Date _____ Time _____ Notes _____

Printshop Staff Signature _____ Date _____