

# MCAD Loom Personal Proposal

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

Circle One FR SO JR SR GRAD FAC STAFF Post Bac Jerome Other

## \*COVID-19 Update\*

Due to COVID-19, Loom Personal Proposal holders take full responsibility and agree to honor the occupancy numbers listed in each area. By signing this Proposal you are also responsible for and are agreeing adhering to wearing a mask at all times, following MCAD's physical distancing guidelines, disinfecting your area, and cleaning up after yourself. Failure to do so may result in the loss of your access.

1. Any MCAD student, faculty member, or staff member, not enrolled nor teaching a Paper Studio class, but who wants access to the Loom, must fill out and sign the Personal Proposal as well as the Paper Studio Rules and Procedures form.
2. Please type a separate, detailed description of your Proposal including areas/equipment you need access to, in a Who-What-Where-Why-When format.
3. Proposals must be submitted at least **7 days in advance** to allow proper time for processing of your proposal for the Access List, for Public Safety.
4. After your Proposal is submitted, a meeting will be set up with the Printshop Director if needed.
5. If approved, you will be given access to the area of Loom as specified in your Proposal.
- 6. For faculty members and staff members proposing to use the Loom, please keep in mind that the Loom is for students first, so there are limitations on time. Please include a start/end time for the project, for the semester, as well as for days of the week. Be as specific as possible. There is a \$40 fee per semester to cover the cost of supplies. Access is not granted and work on a project cannot begin until the fee is paid in full**
- 7. Please plan in advance as last minute rush proposals cannot be processed.**
8. Anyone who would like to use the loom needs to set up a meeting in advance of using the loom with Lynda Monick-lsenberg

## Check and fill in all appropriate boxes

- I have taken a previous class in \_\_\_\_\_ (name of class),  
\_\_\_\_\_ (semester, year) with \_\_\_\_\_ (name of instructor).
- I am working on a project for \_\_\_\_\_ class that meets on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.
- I need a flat file and/or locker (please circle).
- I have read and filled out the MCAD rules and procedures form and attached it to this proposal.
- I have a special project that I would like to discuss with you in detail (see attached proposal).

I (print name) \_\_\_\_\_ fully understand my access privileges and responsibilities and am presenting a valid fee statement. I hereby agree to accept full responsibility for any loss or damage to the MCAD Loom. If anything is lost, stolen, or damaged (returned in a condition other than the condition in which I received it) I will replace the item or pay for any repairs or clean up as necessary, or be denied access.

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

·Director of Print, Paper Book:

·YES NO Yes, But Conditional

\$40 Fee Paid \_\_\_\_\_