

Papermaking Personal Proposal

Name: _____ Phone#: _____

Email: _____

Circle One FR SO JR SR GRAD FAC STAFF Other

COVID-19 Update

Due to COVID-19, Papermaking Personal Proposal holders take full responsibility and agree to honor the Paper Studio 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 while in the Paper Studio, 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.

Any MCAD student (enrolled in day classes) who wants access to the Paper Studio must fill out and sign the Paper Studio Rules and Procedures form. At that point, a meeting will be set up with the Printshop director to discuss the proposal and the access policies. Faculty/Staff using the Paper Studio need to pay a \$40 supply fee each semester

List Equipment/Facilities You Need Access To:	Dates and Times Needed (include prep and clean-up time for studios)

Check All Appropriate Boxes

- I need to set up a time for equipment training in _____.
- I am working on a project for _____ class that meets from _____ to _____.
- I would like to use the equipment/facilities for an extended time period.
- If using paper dryer you should have a file so others can unload you paper.
- I have read and filled out the MCAD rules and procedures form.

I (print name) _____ fully understand my access privileges and responsibilities and have a valid fee statement on file. I hereby agree to accept full responsibility for any loss of damage to the MCAD **Paper Studio**. If anything is lost, stolen, or damaged (returned in a condition other than the condition which I received it) I will replace the item or pay for any repairs or clean up necessary.

Signature _____ Date _____

Paper Studio OK: YES NO Yes, but Conditional

Date Review: _____

Faculty/Staff \$40 Fee Paid: _____