

# MCAD Printshop Personal Proposal

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

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

Circle One FR SO JR SR GRAD FAC STAFF Other

## \*COVID-19 Update\*

Due to COVID-19, Printshop Personal Proposal holders take full responsibility and agree to honor the Printshop 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 Printshop 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 printmaking class, but who wants access to the Printshop, must fill out and sign the Personal Proposal as well as the Printshop Rules and Procedures form.
2. Please type a separate, detailed description of your Proposal including areas/equipment you need access to.
3. Proposals must be submitted at least **7 days in advance** to allow proper time for processing of your ID Card.
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 the Printshop as specified in your Proposal.
6. **For faculty members and staff members proposing to use the Printshop, please keep in mind that the Printshop 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 Printshop supplies. Access is not granted and work on a project cannot begin until the fee is paid in full.**
7. If you have not previously taken a class in a particular area (i.e., Screenprinting), you will not be approved to use the Printshop for (i.e., Screenprinting) proposal, since you need this technical background in order to work in the shop.
8. **Please plan in advance as last minute rush proposals cannot be processed.**

## Check and fill in all appropriate boxes

- I have taken a previous class in \_\_\_\_\_ (name of class), \_\_\_\_\_ (semester, year) with \_\_\_\_\_ (name of instructor).
- I need to set up a time for equipment training/review in \_\_\_\_\_.
- I am working on a project for \_\_\_\_\_ class that meets on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.
- I need a flat file **AND / OR** locker (please circle).
- I am working on a collaborative project with \_\_\_\_\_.
- 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 (please 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 Printshop. 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 to the Printshop.

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

Printshop OK:  YES  NO  Yes, but Conditional

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

Faculty/Staff \$40 Fee Paid: \_\_\_\_\_