

Papermaking Personal Proposal

Name: _____ Phone#: _____

Email: _____

Circle One FR SO JR SR GRAD FAC STAFF Other

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.

<p>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.</p> <p>Signature _____ Date _____</p>

Paper Studio OK: YES NO Yes, but Conditional

Date Review: _____

Faculty/Staff \$40 Fee Paid: _____