MCAD Printshop Personal Proposal

Name:_____   Phone#:_____

Email:_____

Circle One   FR   SO   JR   SR   GRAD   FAC   STAFF   McKnight   Jerome   Other

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 turn in 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.**
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_____ or at a previous college/university/printshop_____.
□ 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:_____