

# MCAD Printshop Late Night Personal Proposal

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

Email: \_\_\_\_\_ Circle One FR SO JR SR MFA PPB Major/Minor

1. Late Night Proposals for 24 hour access may be submitted by MCAD Print, Paper, Book Majors and Minors, MFA students, and undergraduate students who are taking more than two PPB classes per semester.
2. Proposals must be submitted at least 7 days in advance to allow proper time for processing.
3. After the Proposal is submitted, a meeting will be set up with the Printshop Director if there are any questions.
4. A list of students with approved Late Night Proposals will be posted in the Printshop.
5. If you are applying for access because you are taking more than two PPB classes, please list the two classes you are enrolled in:

1. \_\_\_\_\_

2. \_\_\_\_\_

I (print name) \_\_\_\_\_ full understand my access privileges and responsibilities for Late Night Printshop Access. I hereby agree to accept full responsibility for any loss or damage to the Printshop. If anything is lost, stolen or damaged (returned in a condition other than the condition I found it) I will replace the item or pay for any repairs. I also agree to fully clean up when I am done working. I will not let another person, who is not on the Late Night Access list, into the Printshop or proper disciplinary action will be taken. Late Night Access ends on the last day of the semester.

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

YES    NO    Yes, But Conditional

**Printshop Personal Proposal Submitted:**

**Printshop Signature and Comments:**