

# MCAD Printshop Personal Proposal

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

Email: \_\_\_\_\_ Semester: ☐ Fall ☐ Spring ☐ Summer

Year: \_\_\_\_\_ Circle One: FR SO JR SR GRAD FAC STAFF JEROME/MCKNIGHT 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 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.**

## Disability Accommodations

If you need accommodations to access the Printshop or Paper Studio as a student, staff, faculty, or community member, please contact MCAD's Learning Center and Accessibility Services at [accessibility\\_services@mcad.edu](mailto:accessibility_services@mcad.edu).

## 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).

☐ Brief description of 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: \_\_\_\_\_