

Proposal to use the 3D shop facility

Name:

Address:

Phone / Email:

All proposals will be reviewed by the 3D shop director and must be submitted at least 3 days in advance of any shop usage. Requested processes such as metal casting, extensive woodworking, welding fabrication, or rapid prototyping will require shop staff to work with you. Additional time allowances may be required to enable the appropriate staff member to assist you. Shop staff is not required to perform the requested work. Current students, faculty and staff have priority in the use of all 3D shop's equipment and processes. Proposals will not be considered during peak student usages such as Jr. review, merits and / or the last two weeks of each semester. Complete shop drawings and a procedural plan may be required clarify your proposal.

What specifically do you need to do?

What tools and or processes will you need?

How much time will you need to complete your project?

When would you start working in the shop?

Will you require training on any of the processes or procedures requested?

Will you need to store materials during construction?

What if any materials (supplies, tools) will you be bringing into the shop?

I fully understand my access privileges and responsibilities. I hereby agree to accept full responsibility for any loss or damage to MCAD's 3D shop equipment. If any tools are lost, stolen or broken I will replace them or pay for their repair. I will not store or leave anything behind after the completion of my approved access time. I will follow all safety procedures and abide all safety instructions given to me by any shop staff member.

Signature:

Date:

Failure to comply to any procedure with result in immediate revocation of all shop privileges.