**3D shop proposal for summer use**

The 3D shop will be open for use by currently enrolled students on a limited, proposal based basis from June 2 to August 8.

Each work instance in the shop will require a proposal form filled out by you and approved by shop staff. Please be as specific as possible about what you intend to do, including all processes, tools and timelines. Any approval is ultimately subject to shop staff discretion.

**Please note…**

* **3D shop summer hours are 9AM-3PM Monday through Friday.**
* **Shop staff will not support learning of new processes.**
* **CNC and Foundry are not available for summer proposals.**
* **3D printing, laser cutting and laser scanning are available on a case by case basis dependent on user familiarity with the processes and staff and machine availability. Digital lab project forms are still required. Turnaround times may be extended (greater than 3-5 days) at Digital Lab coordinators discretion.**
* **Certain tools and shop spaces may be unavailable dependent on maintenance schedule.**
* **Shop materials (poplar, steel) will not be sold during the summer.**

**Email your completed proposal form to** **3dshop@mcad.edu****. Feel free to email us with any additional questions.**

1. What is your name and email address?
2. What do you want to do in the shop? Please be as detailed as possible.
3. What tools and processes will you need?
4. What is your timeline? When would you like to start, and how long will you need? Keep in mind open hours are 9AM-3PM Monday through Friday.
5. What kind of materials will you be bringing in, and will they need to be stored in the shop? Keep in mind, storage space is limited over the summer.

**Please remember general shop safety guidelines when coming in to work - Safety glasses and close toed shoes are required everywhere, and natural fiber (cotton, canvas, denim) long sleeves and pants in the metals end.**