**3D Shop Proposal for Summer Use**

During “off season” (outside of the semester), we need to make a plan with you to use the 3D shop and tools so that we can pause our “off season” projects to make space for you to use the facilities. To start this conversation, you will need to fill out this form explaining what you’d like to do, what tools you’ll need, and to establish a timeline to write a proposal and schedule an appointment. Proposals must be formatted for self-directed usage. No new processes or learning targets will be supported by shop staff. Please answer the following questions and we will email you to make a plan from there. As always, if you have any questions or concerns, reach out to us by stopping by the shop or emailing 3dshop@mcad.edu.

\*Please note that we will need some turn-around time to process your proposal and make a plan with you. The more time you give us the better. Please fill out your proposal *at least* a week in advance of when you hope to use the shop.

•The CNC and foundry will not be available for summer proposals.

• Digital lab processes will be available on a case-by-case basis dependent on the user's knowledge of the process, staff availability, machine availability and material availability.  Digital lab forms are still required in addition to this form.  Turnaround time may also be extended due to the above conditions.

•Other tools, processes and spaces may not be available at certain times so shop staff can perform repair other maintenance tasks to ready the shop for the Fall semester.

\**Return your proposal by emailing it to 3Dshop@mcad.edu*

\*Outside of the semester, Shop Staff are here Monday-Friday 9AM – 3 PM. Please keep this in mind as you fill out your proposal.

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 does your timeline look like? When do you hope to start? How long will you need? Keep in mind shop hours are 9 AM – 3 PM Monday-Friday.
5. What kind of materials are you bringing in and will they need to be stored in the shop for the duration of your work? Please keep in mind, we don’t have much storage space here, so you’ll need to take your project and materials with you when you’re done.

\*As always, you’ll need to wear shop appropriate clothing while using the shop! This means safety glasses and closed toed shoes always. Natural fiber (cotton, canvas, denim) Long sleeves and pants are required in the metals end. Further information on safety and shop etiquette can be found on our [webpage](https://intranet.mcad.edu/department/3-d-shop).