Design Graduate Studio Use Form  
For B9/B22 McNeal Hall

By completing this form it signifies that you agree to the criteria/expectations for studio usage. You may use the photo-emulsion, cleaning materials, and other similar studio expendables, as well as all the equipment in these areas—print tables, exposure unit, washout area, etc. A studio usage fee of $15 will be debited from your student account (due for each semester use) to cover the materials previously listed. You will need to supply your own inks, paper, fabric and other materials that you will be using in your projects. A new form is required for each semester that you intend to use the studio.

Complete this form and obtain signed permission from the graphic design program director. Submit the completed form to Julie Hillman in 240 McNeal Hall.

Name_____________________________________________ Student ID__________________

E-mail _________________________________ Phone (___ )____________

Supervising faculty __________________________________________________

Semester _____________________________________

I have read and agree to the criteria and expectations for my use of the B9/B22 studio areas.

______________________________________________ __________________
Signature Date

______________________________________________ __________________
Graphic Design Program Director Date
**Criteria/expectations for using the studio**

1) Supplies in this studio area are purchased with the course fees from currently registered students in GDES 3312 and GDES 4330. Students not registered in either course shall supply their own screen printing inks, tape, rubber gloves, paper, and/or fabric.

2) Student will have a working knowledge of screen printing and dyeing processes (and letterpress, if applicable), and shall obtain permission from the graphic design program director.

3) Student is currently registered as a graduate student in the College of Design.

4) Student will be responsible, sensitive to the needs of others working in the studio areas, and will follow the studio rules, posted in B9.

5) Students will not be allowed to use the studio area while a class is in session.

6) Student agrees to clean up—not only after themselves, but also after others—all surfaces to be left completely free of items, everything put away.

7) At the end of project work, student shall vacate their locker and clean any shop screens used (if applicable).

8) Student agrees to work with a studio partner if in the studio after 11pm.

9) Student will lock the studio door when leaving the studio for any reason.

10) Student will always be respectful of others in the studio.

11) Student will allow custodial staff access to their work area in order for them to complete their job duties in a timely manner.

12) Supervising faculty will review the student’s compliance with the studio expectations. Failure to meet expectations may result in forfeiting access to the B9/B22 studios.