Undergraduate Student
Studio Use Form (B9 and B22)

CDes students not currently registered in a class taught in B9 or B22 can request special permission to work on a creative project in the B9 or B22 studios. **There is a $15.00 nonrefundable studio usage fee which is charged to your student account.**

Permission is authorized by completing this form, agreeing to the criteria/expectations listed on the second page of this form, and to obtaining your instructor’s approval. Students interested in doing a creative project (screen printing, letterpress, and/or dyeing or other fabric manipulation) in the B9/B22 studio area will need to purchase printing supplies (see criteria/expectations for details).

Please fill out the form, sign it, and have the instructor of the DHA course for which you propose to do this work sign it. The completed form may be dropped off in 240 McNeal or emailed to Julie Hillman at jhillman@umn.edu. She will coordinate your card access to the space.

Name_______________________________________________Student ID No. ___________
E-mail_______________________________________  Phone (______)_________________
Course number/name   _________________________________________________________
Faculty instructor______________________________________________________________
Estimated time period to complete project ___________________________________ (no access during last 3 weeks of the semester)
Project description (list specific facilities needed):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

I have read and agree to the fee, criteria and expectations for my use of the B3/B9 studio areas.

__________________________________________________ ______________________
Student              Date

__________________________________________________ ______________________
Faculty Instructor             Date
Criteria/expectations for using the studio

1) Supplies in this studio area are purchased with the fees from currently registered students in a course that meets in either of these studios. If student is not registered in one of those courses, he/she will supply their own screen printing inks, tape, rubber gloves, paper, and/or fabric.

2) Student is charged a $15.00 nonrefundable studio usage fee to cover the expense of shared, common supplies.

3) Student will not be allowed to use the studio area facilities during the last three weeks of the semester, due to project assignments for other GDes courses scheduled in the studio.

4) Student will have a working knowledge of screen printing processes (and letterpress, if applicable), and shall have taken GDes 3312.

5) Student is a currently registered student in a CDes class (if not, student will need to register for a Directed Study— (program designator) 4193— with a CDes instructor).

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

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

8) Student is not allowed to invite guests into the studio while they are working.

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

10) At the end of project work, student shall vacate their locker and clean any “shop screen” used (if applicable).

11) Student agrees not to work in the studio after 11pm unless there are other students working in the studio.

12) Student will make sure the studio doors are secured when leaving the studio for any reason.

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

14) Student will allow the custodial staff access to their work area so the staff may complete their duties in a timely manner.

15) Supervising faculty will review the student’s compliance with the studio expectations. Failure to meet expectations will result in a lowering of the course grade and loss of future lab privileges.

8/21/15