2010/2011
Studio Use Form (B9 and B3)

DHA students not currently registered in a class taught in B9 or B3 can request special permission to be allowed to work on a creative project in the B9 or B3 studios. **There is a $15.00 nonrefundable studio usage fee which is charged to your student account.**

Permission is authorized by completing this form and agreeing to the criteria/expectations listed on the reverse side of this form. Students interested in doing a creative project (screen printing, letterpress, and/or dyeing or other fabric manipulation) in the B9/B3 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. Then bring the form to Julie VanSteenbergen, 240 McNeal Hall.

Name_______________________________________________________________________
E-mail_______________________________________ Phone (         ) ____________
Course number/name   _________________________________________________________
DHA faculty instructor___________________________________________________________
Estimated time period to complete project _________________________________________
Project description (list specific facilities needed):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

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

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Student ___________________________________ Date _______________________

Faculty Instructor _________________________ Date _______________________

3/1/2011
Criteria/expectations for using the studio

1) Supplies in this studio area are purchased with the 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) Students are charged a $15.00 nonrefundable studio usage fee.

3) Students will not be allowed to use the studio area facilities during the last three weeks of the semester, due to project assignments for GDes 3312 and GDes 4330.

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 DHA class (if not, student will need to register for a Directed Study— (program designator)4193— with a DHA instructor).

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

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

8) 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.

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

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

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

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

13) 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.