General Guidelines:
• I am aware of the online Studio Handbook and will familiarize myself with it before using anything within the space.
• After hour access is needed for the use of any studio outside of normal class hours, or additionally scheduled posted, monitored hours.
• Training for safety, security, individual studio maintenance, supplies usage, and the operation of studio equipment must be completed.
• Unauthorized student or acquaintances are not allowed in the studio.
• Residue from work must be cleaned up before leaving the studio. If you do not speak up when another student is leaving, it has now become your mess.
• Tampering with any locking mechanisms or monitoring device will result in immediate disciplinary action.
• Alcohol and illegal drugs are prohibited within the studio or anywhere within A&D.
• Only Studio Coordinators may approve after-hours access.
• Studio Coordinators may revoke access for non-compliance with these guidelines.
• I will not duplicate any copyright infringements, nor use the equipment to break any copyright laws.

Key Card Procedure: Students present this filled-out After-Hour Access Form to the Studio Coordinator responsible for the studio to which access is sought. Studio Coordinators then sign this form for qualified students, there by approving M-card access for one semester. Students need not give up their M-card for this process.

I have read, understood and agree to comply with the above guidelines for after-hour access to A&D studios.

________________________________  _____________________
Print Students Name                  Student UMID# (M-card)

________________________________  _____________________
Student Signature *                  uniqname

________________________________  _____________________
Date                                  Print Instructors Name

________________________________  _____________________
Studio Coordinator Signature **      Class

* Once you have completed this form, submit it to the Studio Coordinator to officially request M-card access to the studio.
** This form can only be submitted by the Studio Coordinator.