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.
- Misconduct in one studio may cause your privilege to be revoked in all studios.
- 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 *

__________________________
Date

__________________________
Studio Coordinator Signature **

* 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.