



PROPOSAL FOR BOOK ARTS STUDIO USE

Those who have successfully completed a full Book Arts foundation course are eligible to apply for Studio Use. Those who have completed the Risograph training may apply for use of the Risograph. Approved studio users have access during monitored open studio hours, which begin the day after the first Book Arts Program class of the semester and end the Friday of finals week. Applicants must have been previously trained on any equipment requested for use.

TO APPLY

Proposals are accepted on a rolling basis. Submit a detailed proposal (page 2 of this form) to the Studio Use Coordinator, who will notify you once BAP faculty have reviewed it. **Please plan ahead:** each proposal needs to be discussed and approved by the full faculty, which can take some time due to heavy workloads and busy schedules. If approved, you must meet with the Studio Use Coordinator to review studio use protocols and pay relevant fees prior to beginning work in the studio.

STUDIO USE FEES

| | semester | weekly | daily |
|----------------------|----------|--------|-------|
| U of U student | 75 | 25 | 10 |
| U of U faculty/staff | 175 | 75 | 25 |
| community member | 225 | 105 | 35 |

OPTIONS FOR STUDIO USE

- > **semester:** access during open studio hours for the duration of the semester (partial semester will not be prorated)
- > **weekly:** access for an agreed-upon number of weeks (note: a week is six consecutive open studio days)
- > **daily:** access for a pre-determined number of days (note: partial days will not be prorated)
- > **interim:** students with academic necessity may apply for studio use during periods between semesters, excluding the interim period before Fall semester. Students must ask their cognizant faculty to sign this form as confirmation of need and ability to work independently. No monitor is on duty, supplies are not available for purchase, unless arranged with cognizant faculty, and hours are limited by staff availability. The cost is \$50 per week.
- > **risograph:** Users must complete the training prior to submitting a proposal for use; rather than a set studio use fee, approved Riso users pay \$5 per half hour at the time of use. ****Risograph users must reserve the machine using the link on the Book Arts Program website, and may not reserve the machine until their proposal has been approved and the Studio Use Coordinator has notified them.**

FLAT FILE RENTAL

Depending on enrollment in BAP courses, flat file space may be available to Independent Studio Users. If you would like flat file space, please ask the Studio Use Coordinator if any is available. When available, the rate is \$10 for a half-file for the duration of your approved use. Files must be cleared out by the end of open studio for the semester or by the end of your pre-determined studio use period, as applicable. Anything left behind will be considered a donation or disposed of.



FOR OFFICE USE

- APPROVED NOTIFIED
- CONTRACT SU FEE

PROPOSAL FOR BOOK ARTS STUDIO USE

NAME: _____ PHONE: _____ EMAIL: _____

DATE: _____ SEMESTER OF PROPOSED USE: _____ UNID (if applicable): _____

List Book Arts Program courses completed, and their semester of completion:

If applicable, please describe relevant training you've received elsewhere:

TYPE OF STUDIO USE REQUESTED

Check one and complete associated field

- semester semester (fall/spring/summer, year): _____
- weekly date range requested: _____
- daily date range requested: _____
- interim faculty sponsor signature: _____
- risograph date training completed: _____

TYPE OF STUDIO USER

Check one:

- U of U student
- U of U faculty/staff
- Community Member

OUTLINE OF PROPOSED PROJECT(S)

Provide as many details as possible regarding your project(s): purpose, timeline, content, media, edition size, techniques, equipment to be used, etc. Note: The studio and its equipment cannot be used for commercial purposes.

Estimated studio hours necessary to complete the project(s): _____

*Please return this form to the Studio Use Coordinator or via email to jazmin.gallegos@utah.edu.

