

## ALUMNI FACILITIES ACCESS POLICY (January 2015)

**Effective since June 2012, Alumni will be granted access to all college lab facilities for one year after graduation. Alumni who are beyond a year after graduation can apply for lab access on an annual basis. Please read below for procedures and expectations.**

1. Beginning August 1, alumni will need to present a valid Alumni ID card when they enter the building to access the college's labs and 3D-Lab. Alumni can register (free of charge) for this ID card with the Manager of Alumni Engagement. Alumni IDs will be valid for one year and carry discounts at area restaurants, museums, galleries, etc.
2. Alumni who wish to have lab facility access beyond the year after graduation can apply to the Alumni Manager for a renewal of their ID card. A nominal lab fee for a year's access will be charged at the time of ID card renewal.
3. Alumni access to lab facilities will continue for one year after graduation, provided that alumni:
  - Register for and present a valid Alumni ID card
  - Have proper training to use the lab
  - Follow all health and safety practices
  - Do not interfere with classes or current students' needs
  - Do not use lab facilities to run a business venture or as a substitute for a professional studio
  - Do not bring friends and children into the labs; they are not permitted in the labs
4. In the event that facilities use incurs costs, the college will ask alumni to pay for those direct costs, such as materials.
5. Alumni should contact the appropriate Lab Tech before their first use in the facilities that semester to clarify the nature and scope of their desired use.
6. Out of necessity, access will be restricted during:
  - The last two weeks of the semester
  - The three weeks prior to the senior thesis exhibition opening
  - And, as with all registered students, labs are open only when a lab tech or 3D-Lab supervisor is scheduled
7. Additionally:
  - 3D-Lab: Alumni must provide their own materials and announce themselves to the supervisor to clarify the nature and scope of the desired use.
  - Printmaking, Photo, TBM and Sculpture Labs: A Lab Tech must be on duty. College equipment and supplies cannot leave the building.
  - Computer labs: Alumni cannot use proprietary software loaded on the college's computers for commercial purposes. (Software licensing is legally limited to educational use.)
  - Alumni who enroll in Adult Learning courses will have access to the college's facilities during the term of the course.

**Failure to abide by the provisions in this policy will result in revocation of lab facilities access.**

# ALUMNI LAB PRIVILEGES REQUEST FORM

## How do I submit my request form, pay the fee and get my Alumni ID?

The Form:

- Send the completed Alumni Lab Privileges Request Form to [anniehyma@miad.edu](mailto:anniehyma@miad.edu)
- Deliver a printed copy of the completed form to Annie Hyma, R75C.
- Fax a printed copy of the completed form to 414-291-8077, Attention: Annie Hyma

The Alumni ID:

- Send a low-resolution horizontal jpg of your face, facing forward, so we can identify you, to [anniehyma@miad.edu](mailto:anniehyma@miad.edu)
- It will take one-two weeks to process the ID. You will receive an email telling you it is available for pick up at MIAD's security desk.

The Fee:

- The \$25 fee is good for one school year.
- The year immediately following your graduation is free.
- To pay the fee you may either send a check to MIAD, attention Annie Hyma, or pay via credit card, <https://www.miad.edu/forms/contribute.php>.

**First Name:**  **Initial:**

**Last Name:**

**Address:**

**City:**  **State:**  **ZIP:**

**Phone:**

**Email:**

**Date of Graduation (Month & Year):**

What do you plan to accomplish using the lab(s), include which lab(s) will you be using:

# ALUMNI LAB PRIVILEGES REQUEST FORM

If this request is after the one-year free extension, there is a \$25 fee for facilities use. This fee needs to be paid prior to release of your Alumni ID.

By signing below, I confirm I have read and understand the terms of the MIAD's Alumni Facilities Policy explained in this document. When submitting this document by Email type your name in the space provided.

**Signature:**

**Date:**

## Milwaukee Institute of Art & Design WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

1. In consideration for Milwaukee Institute of Art & Design lab usage and other valuable consideration, I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Milwaukee Institute of Art & Design, the Board of Trustees, and employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while in, on or upon the premises of the Milwaukee Institute of Art & Design.

2. To the best of my knowledge, I can fully participate in this activity. I am fully aware of risks and hazards connected with the activity, including but not limited to the risks as noted herein, and I hereby elect to voluntarily participate in said activity, and to enter the above-named premises and engage in such activity knowing that the activity may be hazardous to me and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise.

3. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS THE RELEASEES from any loss, liability, damage or costs, including court costs and attorney's fees, that may incur due to my participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise. 4. It is my express intent that this Release and Hold Harmless Agreement shall bind the members of my family and spouse (if any), if I am alive, and my heirs, assigns and personal representative, if I am not alive, shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Wisconsin.

5. I UNDERSTAND THAT THE MILWAUKEE INSTITUTE OF ART & DESIGN WILL NOT BE RESPONSIBLE FOR ANY MEDICAL COSTS ASSOCIATED WITH AN INJURY I MAY SUSTAIN. 6. I further agree to become familiar with the rules and regulations of the Milwaukee Institute of Art & Design concerning student conduct and not to violate said rules of any directive or instruction made by the person or persons in charge of said activity and that I will further assume the complete risk of any activity done in violation of any rule or directive or instruction.

7. I also understand that I should and am urged by Milwaukee Institute of Art & Design to obtain adequate health and accident insurance to cover any personal injury to myself, which may be sustained while on the premise of the Milwaukee Institute of Art & Design. 8. I ALSO UNDERSTAND THAT I AM RESPONSIBLE FOR ANY DAMAGE I CAUSE TO THE FACILITIES.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

IN WITNESS WHEREOF, I have hereunto set my hand on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**Signature:**