



# Biola University Production Center Graphics Lab Reservation Form

1. The Graphics Lab carries a priority of use for JIM Students for the completion of class projects. CMA projects will be considered on a case-by-case basis. For projects not directly related to a class assignment, this form will need to be accompanied by a Learning Project Authorization form. All other uses are charged at the current rental rate. See Production Center Manager for a rate card.
2. The Production Center Manager maintains the master reservation calendar for the Graphics Production Lab. Any conflicts in the scheduling are resolved by the master calendar.
3. Students may reserve the Graphics Production Lab by completing the form below and submitting it to the Production Center Manager for approval. Once a request is approved, it will be added to the Production Center master calendar.
4. Reservations require a cleaning deposit of \$100 I agree I will be charged throw away all items left in the studio after exit date. **All items left in studio after Exit Date on this form will be thrown away and dumpster fees will be assessed if necessary.** Dumpster fees are set at an additional \$30/3yd.
5. Temporary card access requires a minimum of 2 days for activation.
6. Studio space must be cleaned and restored to its standard configuration when you are finished. Your deposit will be returned after an inspection by the Production Center Manager.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date and Time Needed (Include setup and strike time)

\_\_\_\_\_  
Class for which the studio is required

\_\_\_\_\_  
Professor's Name

Description of studio use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Exit Date

OFFICE USE ONLY	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied	
_____ Signature of Production Center Manager for Approval	_____ Date