

## Policy for AiP Graduate Use of Facilities

It is our intent to provide a support system for the graduate population in the final customizing of their portfolio work. AiP graduates are permitted to use AiP facilities such as computers, darkrooms, cameras and video editing equipment for portfolio work only. AiP facilities and equipment cannot be used for freelance work, commercial purposes, personal financial gain, or entertainment.

- § The person must be verified as having successfully graduated to be eligible. These guidelines do not apply to undergraduates who are taking a quarter off from school. They are denied access to the equipment until they are enrolled and are in attendance.
- § No equipment can be signed out to leave the building.
- § The graduate must submit a request in writing to the Academic Department Director. This request must be approved before any time can be reserved. The request must list what is to be done, the estimated length of time needed to complete the work and the dates they want to attend. The reservation time will be limited to the first six weeks of the quarter.
- § After the request has been approved, the Department Director will issue the graduate a confirmation letter, on AiP letterhead, that will establish the dates this graduate has permission to use the facilities. This confirmation letter must be carried at all times while in the building and is their admittance to use of the facilities. A current and valid photo ID must also be presented. This letter should be copied to the building manager and the Technology department.
- § Currently enrolled students have priority and, if needed, a graduate must yield the equipment or locale being used to the undergraduate.
- § No fees will be charged unless where charges normally apply, such as printing from the Service Bureau. Graduates will be charged for services at the current student rate. *AiP facilities and equipment cannot be used for freelance work, commercial purposes, personal financial gain, or entertainment.*
- § Graduates are responsible for any damage to equipment utilized under their name. Any intentional defacing or abuse of equipment or facilities will not be tolerated.
- § Graduates release AiP from all responsibility for damage or loss of data, files, artwork, or media that may have resulted in the course of using AiP facilities and equipment.
- § The Art Institute of Pittsburgh reserves the right to deny access to facilities or equipment as needed.