

**College of Visual Arts
Facilities and Program Access Agreement for Alumni**

I am an alumna/alumnus of CVA and request access to CVA facilities and/or programs as follows:

Name: _____

Address: number/street: _____

City/state/zip code: _____

Telephone number: _____

Email address: _____

Semester and year B.F.A. degree was received from CVA: _____

Major: _____

Request for course audit: (Course fees, if any, must be paid. Tuition is waived for the first course audited. Tuition at the audit rate must be paid for subsequent course audits.)

Name of course: _____

Semester: ___ Fall ___ Spring ___ Summer 20__

Access to CVA facilities:

Semester during which facilities access is requested: ___ Fall ___ Spring ___ Summer 20__

___ Library

___ Computer Labs

___ Photography Facilities (appropriate CVA photography course experience required)

___ Printmaking Shop (appropriate CVA printmaking course experience required)

___ Other

Specify requested access: _____

Key Fob Issuance and CVA ID Update:

___ I request that my CVA ID be updated to permit my access.

___ I request a key fob for building access. A refundable \$25.00 deposit must be paid for the key fob.

Registrar use only: _____ \$25.00 deposit received // Date: _____

_____ Key fob returned and \$25.00 deposit refunded // Date: _____

Conditions and terms of access:

1. Alumni use of facilities and programs is determined by the description of alumni benefits and the terms and conditions specified in the current edition of the *CVA Catalog*.

2. Alumni may use CVA facilities as requested above only during regular building hours. In the case of access to the photography and printmaking facilities, access is permitted only during open lab hours when a technician is on duty. Usage fees will be assessed by the Photo Technician or Printmaking Coordinator for use of the facilities. Alumni are required to adhere to proper procedures, shop practices, and safety protocols at all times. Alumni are responsible for replacement cost of any lost or damaged item that is borrowed.

3. Current CVA students have priority in the use of facilities and materials. Alumni may use facilities at times when classes are not in session and space is available.

4. Alumni privileges may be revoked or suspended at any time for inappropriate behavior, legal violations, unsafe use, failure to pay fees, interpersonal conflict, or other violation of CVA policies.

5. No storage space is available for alumni work. Alumni work left in any building will be handled at CVA's discretion, and may be discarded without notice.