

OSU CRAFT CENTER REGISTRATION FORM

Fall Term 2018

TODAY'S DATE: _____ CURRENT OSU ID#: _____

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE(C): _____ (H): _____

EMAIL: _____

(Confidential – NO SPAM)

Student OSU Faculty/Staff OSU Affiliate General Public

Previous Craft Center Member? Yes No

MEMBERS: PLEASE READ AND INITIAL

____ ← **General Policies:** Orientations are required to gain access to each individual studio, they are valid for one academic year provided the member has consecutive term membership. Members may exchange past term membership cards for current term cards as proof of orientation. We are an adult facility. Youths 16+ may apply for membership but must meet criteria (information is available at front desk). Minors interested in participating in a class or workshop must also be approved by instructor. All clay must be purchased from the Craft Center. Members will respect the Center's hours of operation by concluding work, returning all tools and leaving a clean work area by closing time. A more detailed listing of policies available at the front desk.

____ ← **Personal Injury Policy:** I will report all personal injuries, equipment malfunctions or damage to the front desk staff or an instructor, if they occur during class time.

____ ← **Machine/Tool Use Policy:** I will not operate any machinery or tools that I have not received professional training on.

____ ← **Photo Policy:** I give permission for the Craft Center to use photos & videos taken in the studios & during events.

____ ← **Refund Policy:** If you wish to withdraw from a class or workshop, Note: Full refunds will only be given 2 day prior to the first class; after which, all fees are non-refundable unless there are extenuating circumstances.

____ ← **Cancellation Policy:** The Craft Center may cancel a class with insufficient enrollment. You will be notified if a cancellation occurs and promptly offered a refund or credit.

____ ← **Locker Rental:** The Craft Center is not responsible for the theft or loss and/or damage to locker contents, whether in lockers or abandoned. Please renew locker rental and membership by 5 p.m. of the last day of finals week. All items left in un-renewed lockers are considered abandoned and require a \$5.00 retrieval fee. After one term the contents become the property of the Craft Center, and will not be available. ALL CLAY LEFT IN LOCKERS AFTER THE END OF THE TERM WILL BE RECYCLED.

____ ← **Liability Waiver:** The Craft Center provides access to tools and equipment that may cause personal bodily injury. To reduce the possibility of injury or damages, the Craft Center offers classes with instruction in tool and equipment use. In addition, studio orientations are mandatory for all Craft Center users. The Craft Center does not provide insurance to its users. Members must accept full responsibility for their actions, including reimbursing others for damages to them or their property. Members are responsible to replace tools or equipment damaged by their misuse. Memberships may be revoked with no refund for dangerous actions or inappropriate conduct.

____ ← **Accessibility:** It is the policy at OSU to comply with the Rehabilitation Act and the ADA that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the University. Each qualified person shall receive the reasonable accommodations needed to ensure equal access to employment, educational opportunities, programs, and activities in the most integrated setting feasible. Accommodation requests related to a disability should be made by prior to a scheduled class, workshop or event to one or both: Craft Center Manager 541-737-6371, susan.bourque@oregonstate.edu or Asst. Manager 541-737-2936, angela.purviance@oregonstate.edu

I have read, understand & accept the terms of this agreement.

MEMBER SIGNATURE: _____

OSU CRAFT CENTER REGISTRATION FORM

MEMBERSHIP & CLASS FEES

1 - Member Name: _____

2 - Fall 2018 Membership Fee: \$ _____

OSU Student FREE
Staff/Faculty \$80 Per Term
OSU Affiliated \$85 Per Term
General Public \$90 Per Term

3 -Locker & Bin Fees:

Glass Bin \$5 Per Term \$ _____
Small Wood Bin \$10 Per Term \$ _____
Large Wood Bin \$15 Per Term \$ _____
Clay Locker \$15 Per Term \$ _____
Large Locker \$20 Per Term \$ _____

4 - GB#: _____ WOOD BIN #: _____ CLAY LOCKER #: _____ LARGE SQUARE LOCKER #: _____

5 - Tool Fees*

Jewelry Tool Fee: \$15 Per Term \$ _____ Wood Shop Tool Fee: \$20 Per Term \$ _____

(*Only applicable to those using the Jewelry Studio who are not enrolled in a term class, ALL woodshop users must pay tool fees)

6 -Class Information & Fees:

Class 1: _____ #: _____ Class Fee: \$ _____ Class List: _____ Staff Initials: _____
Class 2: _____ #: _____ Class Fee: \$ _____ Class List: _____ Staff Initials: _____
Class 3: _____ #: _____ Class Fee: \$ _____ Class List: _____ Staff Initials: _____

7- TOTAL FEES: \$ _____

8 - *CC USE ONLY *

DATE PAID: _____ TOTAL PAID: _____ V MC CA CK STAFF INITIALS: _____
DATE PAID: _____ TOTAL PAID: _____ V MC CA CK STAFF INITIALS: _____
DATE PAID: _____ TOTAL PAID: _____ V MC CA CK STAFF INITIALS: _____

9 - MEMBERSHIP CARD GIVEN: DATE: _____ STAFF INITIALS: _____ CARD NUMBER: _____

REFUNDS/CREDITS:

DATE: _____ CLASS NAME & FEE: _____ R C V MC CA CK STAFF INITIALS: _____
DATE: _____ CLASS NAME & FEE: _____ R C V MC CA CK STAFF INITIALS: _____
DATE: _____ LOCKER/OTHER: _____ R C V MC CA CK STAFF INITIALS: _____