**COLLIN COLLEGEPHOTOGRAPHIC ARTS LABL A B U S E R U L E S**

**All Students will demonstrate respect for others and follow all school policies and instructions from lab personnel.Repeated abuses will result in revoked lab privileges.**

**GENERAL**

1. Only current photography students may use the facilities. **No visitors allowed in the labs, classrooms or print finishing areas. Absolutely no children (under the age of 15) are allowed in any part of the photography facility.**

2. All Students must register with the lab at the beginning of each semester (**must be completed by 01/29/2018)**. Student will need a CWID card, driver’s license, and all paperwork completely filled out and signed.

3. Students sign-in at the lab office to work in any area of the lab. Checking in implies that student has read and agrees to the policies and procedures of the Photographic Arts Lab. **Students without a CWID card will be denied access to the lab**.

4. Students enrolled during designated class time have priority to work in the lab (film processing, printing, or studio).

5. **KEEP LAB CLEAN. Avoid Contamination.** Always rinse and wipe down equipment and counters BEFORE and AFTER use. Pick up and throw away trash in proper containers.

6. **No food or drinks in the labs or in the studio**. Food and drinks in closed containers may be stored in the provided wooden shelves in the common area of the photo lab.

7. **DRESS CODE**: All students using the wet labs are **required** to have a hand-towel. **No open-toed shoes or flip-flops**. Wear clothes that can get dirty. Aprons are highly recommended.

8. All equipment rentals are checked in and out by lab assistant or instructor only. DO NOT leave lab equipment unattended. Please refer to lab checkout policies.

9. Any abuse of equipment will result in termination of lab privileges and reported to the Dean of Students.

10. Only authorized personnel allowed in employee areas.

11. The lab is closed to all students for maintenance and inventory during breaks and in between semesters.

12. If you have any problems with the facilities (chemistry or equipment) please ask lab personnel. Please do not adjust or alter photo chemicals, equipment, etc. **Lab staff reserves the right to remove any student for non-compliance.**