**S T U D I O 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.**

**LIGHTING STUDIO**

1. Students must have written approval to reserve and use the lighting studio. The studio is available for class assignments only. **No commercial or personal work allowed**.

2. The studio may be reserved in a 3-hour block, twice per week. Studio may be reserved up to one week in advance. **Reservations must be made in person while on campus.**  **Do not call in to reserve the**

**studio**. **Reservation is forfeited if more than 15 minutes late**. Please plan your shoot accordingly, allow time for setting up and cleaning up. Return all studio equipment to designated areas, return backgrounds to proper storage, throw away trash, return equipment and check out by the end of the

reserved time slot. Lab personnel will do a walkthrough before students check out. **Excessive late arrivals/ departures or failure to clean studio will result in loss of studio privileges.**

3. Students must allow 15 minutes for clean up at the end of photo shoot. Students must have studio cleaned, equipment returned, and checked out with lab staff by the end of the reserved time slot. Do not leave the studio without checking out with lab person.

4. Students may extend reservation to complete their assignment by using ONE subsequent time slot, if, and only if, there is no current reservation or walk-in. In addition, the student must check with lab staff before the end of their original time slot and CONFIRM with lab staff the desire to stay into the next slot.

* If student arrives early and studio is empty, he or she can check-in up to 30 minutes prior to reserved time.

5. Do **not** disturb another student’s reservation, work, or model(s). Please be respectful of each other’s privacy.

6. Absolutely no children are allowed in the photography studio. **No** **exceptions!** The equipment is dangerous and expensive.

7. Excessive late arrivals/ departures or failure to clean studio will result in loss of studio privileges. See “**Studio Penalties**” below for details.

8. Failure to return equipment will result in penalty. DO NOT LEAVE EQUIPMENT UNATTENDED. Notify lab staff immediately of damaged or misuse of equipment. **STUDENTS ARE RESPONSIBLE FOR DAMAGES**.

9. Notify lab staff if background paper needs attention. Do not attempt to change and do not tear off the bottom to get clean paper.

**STUDIO PENALTIES**

**1st offense:** Verbal warning and review of penalties.

**2nd offense:** No reservations for 1 full week (walk-in use only).

**3rd offense:** Current reservations will be cancelled automatically and no reservations allowed for 2 full weeks (walk-in only)**.**

**4th offense:** No studio use allowed (no reservations and no walk-ins), only classroom use and under supervision of instructor.