

Guidelines and Policies for use of Building 5 lighting studios

Fall 14 semester:

- Lighting Studio #1 may be used, for photographic purposes only, by faculty outside the photography area for use by their students when supervised by faculty or when supervised by our studio monitor. No lighting or camera equipment is provided except to students who have taken/are taking ART 358/Studio Lighting.
- During the Fall 14 semester, Lighting Studios 2-4 will be used by photography students exclusively.
- All lighting studios are to be used for photographic purposes only and never include wet, dusty, or messy materials of any kind.
- Undergraduate students should never be left unattended in the studios due to safety concerns. High voltage equipment can cause serious injury or death.
- Graduate students and faculty may sign up to access Studio #1 to photograph 24/7, without supervision. The Graduate Coordinators and Department Head will be responsible for making sure students and faculty outside the photo area adhere to these policies and understand they are using the space at their own risk. Photography faculty assume no liability for the safety of unsupervised persons. Graduate students must sign a copy of this policy and submit it to the Photo Area Coordinator.
- Anyone using Lighting Studio #1 must clear it of equipment and any other materials, clean and return it to its original condition at the end of the day. If set-up and photographing requires longer than a day (which seems a rare circumstance), the approval of the Photography Area Coordinator must be sought and scheduling agreed upon.
- Anyone planning to use Lighting Studio #1 should check the calendar posted outside the studio for scheduling options and sign up for an open time slot.
- All access to the Building is via BearPass card on the east door. The south door should not be used except as an emergency exit.

Spring 15 semester:

- In Spring semesters, Photography needs all four lighting studios, accessible and fully equipped for use by classes and during monitor hours. Any additional use of Lighting Studio #1, if possible, would need to be arranged with the Photo Area Coordinator.

Since students should primarily be learning photographic skills in photography classes, we assume needs by other areas to be minimal and mostly include simple documentation of art objects.

Signature indicating agreement with usage policies _____

Printed name _____ Date _____

Return signed form to the Photography Area Coordinator