

PHOTO STUDIO & LAB HOURS

updated Summer 2014

STUDIO USE is limited to

- students currently enrolled in Photo courses AND
- who have successfully completed Principles of Photo AND Photo Lighting I.
- additional gear other than what is available in the Studio must be checked-out separately
- studio gear is not to leave the Studio w.out director's permission
- the studio can be booked when classes are not in session using booked.aicasf.info.
 - Monday-Saturday: 8a-12pm, 1-5p, 6-10p
 - Sundays 8-1 and 1-6: wks 3-10 of the quarter

Keys can be checked-out and returned via the 4th Floor EL. Students who lose or fail to return keys will be fined \$30 on a first offense; a 2nd offense makes a student in-eligible from using either the Studio or Lab for the remainder of the quarter.

Lock the studio door when not in the room. You are responsible for all items in the Studio when using it. Please turn off all lights, clean it up, leave gear stored as you found it and lock up when finished.

Props, etc. You're welcome to bring in your own props and set pieces but nothing can be left behind w.out prior approval from the director. Anyone who leaves materials behind will be blocked from Studio access for the remainder of the quarter, and their materials will be disposed of.

COMPUTER LAB USE

Computer lab access is limited to Photo students. Check-out and return a key from 4th Floor EL. Students who lose or fail to return keys will be fined \$30 on a first offense; a 2nd offense makes a student in-eligible from using either the Studio or Lab for the remainder of the quarter.

PRINTING

Printing in the Photo Lab can be done in one of two ways:

- during class time via the instructor's machine **using your own paper**
- if you've completed Color Mgmt & Printing, you may print during the weekly printing lab
- upload images to the Ai Print Shop: www.aicasf.info [purchase a print card in advance]

FOOD & DRINKS (other than water) are forbidden in the Studio and Lab. Violators will lose access privileges to both rooms.

BAD BEHAVIOR

Any student who disregards or violates Photo policies runs the risk of being fined and having all access to the Photo facilities denied for a quarter or more.