

OE184 Studio Rules

- **QUALIFICATIONS FOR STUDIO USE**
 - Students must be enrolled in a Photography class to use the studios.
 - Bring your Student ID. **No ID = No Equipment. No Exceptions!**
 - All students must check in at the kiosk when using the studio & check out when leaving.
 - Proper studio attire, meaning close-toed shoes and a shirt, is required for all persons in the studio.
- **GENERAL**
 - All check out rules regarding equipment usage, qualifications, strikes and returns apply.
 - Students are required to leave studios clean and ready for the next student.
 - DO NOT leave equipment unattended. SBCC is not responsible for lost or stolen items, including those checked out to you while you are in the studio.
 - Students are not allowed to trim or cut background sweeps. Do not put tape on the seamless; use post-it notes for marking.
 - No Glitter in the studios!! (Unless you have brought a *Dyson*® with you.)
- **HOURS**
 - Studios are open from Monday of week 3 through Friday of week 15.
 - Studio Hours: M-F 9am-5pm
 - There are 3 studios, 4 reserve-able blocks:
 - A – 9am-11am, B – 11am-1pm, C – 1pm-3pm, D – 3pm-5pm
- **RESERVING STUDIO SPACE**
 - Make reservations at <http://tinyurl.com/somaphotostudio1> (Log in to *Google* with your pipeline email and password.)
 - Students may only reserve studio space twice a week and no more than one week in advance.
 - Students may not book more than one studio per day. If more time is needed, work with a group to book multiple slots.
 - Students who overbook studios will receive an overbooking strike and all current reservations for that student will be removed.
 - Students more than fifteen minutes late to their reserved studio time slot will be given a late/no-show strike and may lose his or her studio to a waiting student.
- **STUDIO EQUIPMENT**
 - All studios have:
 - 5 – 40" C-stands
 - Hot light & Extension cord (Stinger)
 - Product table & Modeling stool
 - 2 – 15lb Sandbags
 - 8ft Ladder
 - Black, Grey & White Sweeps
 - Tethering computer – studio 1 only
- **HOTLIGHTS/STROBES**
 - Make sure the light switch is off before plugging the light in.
 - Grip lights by the stand when moving, raising or lowering them.
 - Sandbag the light once it's in place to prevent it from moving or falling over.
 - Unplug power cords properly at the socket. DO NOT unplug the light by yanking on the cord! This damages the wires and leads to equipment malfunction.
 - Manuals for all strobe kits are available at dac.sbcc.edu >Help>Manuals>Strobes.
 - Before you unplug a strobe, make sure the power is off and then dump the power cell by pushing the test button. Failure to do so may result in violent electric shock.
- **CENTURY STANDS (C-STANDS)**
 - ALWAYS USE A SAND BAG.
 - Make sure that the weight of the arm will be directed over the tallest leg of the stand.
 - Tighten the knuckle towards the weight, not against it.
 - Grip joints at the base when raising or lowering the rail of the stand.
 - Brace the extension arm when tightening and loosening.
 - Return stands to the right-hand side of the studio, fully lowered, extension arm facing down, with knuckles tightened.
- **CORD MANAGEMENT**
 - An "Over-Under" cord-wrapping technique is strictly enforced in the studios.
 - Students will be penalized for improper cord management.
 - All staff members are able to give cord-wrapping demonstrations.
- **ADVANCED STUDIO EQUIPMENT**
 - Only students who are currently enrolled in or have successfully completed PHOT209 or PHOT280 may use advanced studio equipment.
 - This equipment is for on-campus use only and may not be checked off-campus without written consent of the department chair.
 - For a list of current advanced studio equipment, please see the [Available Equipment Chart](#).
- **SAFETY GUIDELINES**
 - Nude photography is allowed if the student notifies staff beforehand. Signs will be posted to help ensure privacy.
 - Fire, smoke, firearms or weapons and drugs or alcohol are prohibited in the studios.
 - Unlit cigarettes and sealed alcoholic containers may be allowed with permission from the Studio Manager.
 - Water/Liquids in the studio:
 - Keep liquids away from electrical wiring; always turn off all lights before mopping up any spills. Should a spill occur, ask the staff for a mop.
 - DO NOT TOUCH ANY PART OF AN ELECTRICAL ARC-OCCURRENCE, OR YOU WILL BECOME ONE WITH IT.
- **STUDIO STRIKES**
 - Late/No Show – Not showing up or showing up more than 15 minutes late for a reserved studio slot
 - Messy – Leaving the studio without cleaning up after yourself (aka "glitter strike")
 - Improper dress – Not wearing closed toe shoes and/or a shirt
 - Food/Drink – Bringing food or drink into the studios
 - Noise – Especially sensitive during class meetings
 - Misuse/abuse – of studios or studio equipment (Improper cord-wrapping counts!)
 - Overbooking – Reserving more than two studios a week, or reserving a studio twice in the same day