



MCAD Media Center: LATE NIGHT PROCEDURES FOR STUDENTS

LATE NIGHT STARTS ONE HOUR BEFORE THE MEDIA CENTER CLOSES:

LATE NIGHT BEGINS MON-THUR 9:00pm, FRI 8:00pm, SAT-SUN 5:00pm

- All Late Night darkroom slots, keys, rooms, studios and out of building equipment should be signed out in the reservation books and picked up before this time.

LATE NIGHT DARKROOMS

- You are not eligible for Late Night until you have had a demo from the Media Center (MC) staff. Continuing Studies students are not eligible for Late Night. Intro to Photo students are eligible for Late Night at mid-semester, after a demo.
- You must sign up for a Late Night darkroom slot in the "Late Night" binder outside the Media Center window.
- You may sign up for Late Night as far in advance as the reservation sheets are available (please don't sign up unless you will show up!)
- Students on the waiting list must be present at the MC at or before Late Night begins. When someone has not checked in from the main 8 slots when Late Night begins, we allow people access from the waiting list.
- All Late Night users (including those on the waiting list) must check in and/or get their equipment before late night begins. (9:00pm Mon-Thurs. / 6:00pm Friday / No Late Night Darkroom on Saturdays / 4pm Sun)
- A monitor must sign up and check in at least 1 hour before Late Night begins, if not...no late night darkroom access for anyone. If a monitor has made arrangements and will be late, you will be notified at the MC window.
- Once you check in for Late Night darkrooms, you must stay until you are entirely finished.
- It is your responsibility to clean up after yourself...chemical drips on the sink or floor should be cleaned up with the sponge provided in each darkroom. Ask others to cover light sensitive materials, turn on the darkroom lights, and visually check the darkroom before you leave.
- When you are ready to leave, clean up your work area, give your equipment to the Late Night Monitor to store in the Late Night locker, and fill out a return slip.
- When the Monitor is ready to leave, all Late Night darkroom users must clean up their workspaces and leave with the Monitor.
- Never store equipment in your personal locker.
- In an emergency (if the monitor is not around) you may always call Public Safety to help you return any equipment.

STUDIO AND ROOM KEYS

- You are not eligible for Late Night until you have had a demo from your professor regarding that specific room.
- Some rooms are restricted to specified classes during Late Night; see the Late Night reservation sheets for details.
- You must sign up for a Late Night room time slot in the binder outside the Media Center window marked "Late Night".
- Reservation time limits are posted on the first page within the Late Night binder.
- Late Night is divided into 3 time slots. The 2nd and 3rd time slot get no room key and no equipment, ask a security guard to allow you entrance to the room.
- You must sign up and check out a room key before Late Night begins. If you are 15 minutes late, you lose your reservation and will not be allowed access
- Never pass a key or equipment to another person. Never allow another person entrance into a room after you, they must ask a security guard for access.
- Drop the room key in the keyhole at the Media Center window as soon as you finish. Equipment may be returned to the Media Center through Public Safety after hours. (874-3700)
- All Late Night keys are due back before the Media Center opens.
- Clean up after yourself, please.