

After Hours and Weekend Studio Reservation Policy

After Hours & Weekend reservations for the Gray Studio (Rm 335), Black Studio (Rm 345), and the Sound Studio (Rm. 329) are for the full duration of time starting 30 minutes before the Media Center closes, going throughout the night, and ending the following school day before the Media Center opens. The key is due back before the Media Center window opens the next morning. You must submit a [Personal Proposal](#) form to reserve after hours and weekend studio space. Personal Proposals for weekday after hours studio use must be made by 1pm the day of your reservation, and by Friday at 1pm for weekend reservations.

After Hours & Weekend reservations begin 30 minutes before the Media Center closes.

- Please arrive at the Media Center window 30 minutes before the window closes to ensure key check out. Arrival past this time may result in loss of reservation.
- The key is due back before the Media Center window opens the following day. You may return the key at any time throughout the night by using the Late Night Key Return Box located by the Media Center door.

Late Night Weekend Hours Start:

- Mon-Fri: 6:30pm
- Sat-Sun: 1:30pm

Media Center Hours of Operation:

- Mon-Fri: 8:30 am - 7:00 pm
- Sat-Sun: 10:00 am - 2:00 pm

Reservation Limits (if you need to exceed any of these limits, please include a request and explanation in your Personal Proposal):

- You may not reserve/use two rooms at the same time.
- You are limited to 2 late night blocks per week, per studio.

Studio Policies:

- There is absolutely NO standing, walking, skateboarding, etc. on the curved sections of the sweeps. The ABS plastic can and will break if you abuse it. Please stay off.
- There is a strictly enforced "NO EATING OR DRINKING" policy in all media production areas.
- People using these areas are also responsible for theft, damage, misuse, or lack of cleanliness.
- Wrap light cables, close barn doors, lower light stands to their lowest level. Please report any damaged or burnt out bulbs to the Media Center.
- When finished, students must clean up and return equipment to its proper place. Put ALL lights and support equipment back in the cages when finished and lock these cages.
- Turn off studio lights when finished.
- NO animals (except licensed service animals), glitter, fake blood, candles, paint, or other items that can stain, dirty, or otherwise damage the studio sweeps.