

MCAD Media Center: LATE NIGHT POLICY FOR STUDENTS

Late Night reservations for the 335 studio, 345 studio, and Sound studio are for the full duration of time starting 30 minutes before the Media Center closes, going throughout the night, and ending the following morning before the Media Center opens. The key is due back before the Media Center window opens in the morning.

Late night begins 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 at the Media Center door.

Late Night starts:

- M-TH: 9:30pm
- FR: 6:30pm
- SA-SU: 1:30pm

Media Center hours of operation:

- Mon-Thu: 8:30am-9:30pm
- Fri: 8:30am-7pm
- Sat-Sun: 9:30am-1:30pm

Reservation Limits:

(if you need to exceed any of these limits, fill out a 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 and 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.