

Studio Policies - Basics for All Users

- The Black Studio, Gray Studio, and Sound Studio can be reserved via [Places & Spaces](#).
- Special Access to studios can be requested via [Personal Proposal](#).
- Keys for these studios can be reserved in the [Patron Portal](#) of WebCheckOut. They must be returned as soon as your reservation ends. If the Media Center is closed, return keys into the key dropbox, neighboring the office door, to the right of the circulation window. Keys cannot be passed to another patron.
- Keys must be returned as soon as your reservation is over; you may drop them in our key dropbox whenever the window is closed. Please see the [After Hours and Weekend Studio Reservation Policy](#) for more specifics. Keys cannot be passed to another user or student.
- People using these areas are responsible for any theft, damage, misuse, or lack of cleanliness.
- There is a strictly enforced **"NO EATING OR DRINKING"** policy in all media production areas and studios.
- NO animals (except licensed service animals), glitter, fake blood, candles, paint, or other materials that can stain, dirty, or otherwise damage the sweeps are allowed.
- 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!
- Studio users must clean up and return equipment to its proper place when finished.
- Put ALL lights and support equipment back in the cages when finished. Wrap cables, close barn doors, lower light stands to their lowest level. Lock the cages and turn off overhead lights when finished!

Please note: *Mistreatment of equipment or studio spaces will not be tolerated and frequent abuse of policies, including late returns, will result in access being limited or denied at MC staff discretion.*