MM B-14 Shooting Studio Policy

CFA Photography
Equipment Office MM B18
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cfaphoto@andrew.cmu.edu
(412) 268-4398


General Usage Policies

• **Clean up after yourself.** Roll up the seamless when you are finished, remove all personal belongings, turn off all lights, and put away all equipment. Make sure the door closes securely when you leave.

• **Report any problems.** If you find the room in disorder when you arrive, please either see Equipment Office staff or send an email noting the time and condition. If anything breaks or doesn’t appear to work as expected, let us know as soon as possible.

• **Do not share access.** In order to maintain a secure and functional space, students shall not loan card access to others. All card swipes are logged, and responsibility for the space throughout the duration of the session falls to the student who opened the door. Similarly, do not borrow equipment on behalf of others.

• **Ask for help.** If you are unsure as to how something works, see Equipment Office staff for advice.

Infractions

• **Failure to clean up the space.** One warning, $20 fine subsequently.

• **Late equipment returns.** One warning for the first day, $10/day fine subsequently.

• **Giving unsupervised access to others.** Immediate $100 fine and revocation of all area and equipment access.

• **Damaged or lost equipment.** Assessed on a case-by-case basis.

• **Significant abuse/disruption of facilities or equipment.** Assessed on a case-by-case basis.

Reservations

Make reservations by signing up on the schedule posted on the studio door. Time slots are one hour long, and may be reserved up to two weeks in advance. Students may not reserve more than one consecutive hour without permission; to request additional time, contact Equipment Office staff.
In-House Equipment

• A white Plexiglas product shooting table and smaller Formica sweep is available for shooting smaller models, and can be used as-is or with provided white seamless paper.

• Wall-mounted seamless paper and fabric backdrops are available in black and white, and can be used for larger models or human subjects.

• A copy stand is provided for shooting small, flat work.

• A tripod is provided for studio use; it shall not leave the room. Remove the mounting plate from your camera and return it to the tripod at the end of your session.

• Several continuous lights and one large softbox are available for a variety of setups. Spare bulbs are kept in cabinet #2 against the back wall.

Equipment Available for Loan

• Nikon D-300 (28–75mm, 70–300mm, and 50mm macro lens)

• Canon T3i (18–200mm, 24mm pancake lens, 50mm macro lens)

• Canon Rebel XT (18–55mm lens, 24mm pancake lens, 50mm macro lens)

• Canon Rebel XS (18–55mm lens, 24mm pancake lens, 50mm macro lens)

• Tripods
Shooting Studio User Agreement

Spring 2019

Card access is granted on a semesterly basis; this form grants access for the duration of the current semester.

Name: ________________________

andrewID: ____________________

ID Card: — — — — — — — — — — — —

Major: ________________________ Year: 1 2 3 4 5 other

By signing and returning this form, I agree to all policies outlined above. I acknowledge that I am responsible for adhering to the usage policies for the MM B14 Shooting Studio, and that I shall be held liable for any damage, loss, or theft of any CFA Photography items under my possession.

Signature: ________________________ Date: ________