TV Studio Rules and Regulations **Lowell Thomas TV studio A and B**

1. ***Food and Drinks:*** No food or drinks are permitted on the studio floor or in the control room at any time.

2. ***Access:*** Students and guests are not allowed access to TV studio A or B without supervision

3. ***Guests:*** No guests other than those directly in or on the production are allowed during taping.

4. ***Studio scheduling***. All studio time must be scheduled in advance with the Media Center

5. ***Equipment.*** Do not mishandle equipment in the studio. Never attempt to operate any piece of equipment with which you are unfamiliar. Do not allow unauthorized guests to operate any equipment.

6. ***Changes to Equipment Set up***. Do not change arrangement of the equipment or related software.

7. ***Studio/Control room space.*** Leave the facilities clean, clutter free, organized, and safe. Put all cables, lights and props back in the prop closet when finished. The studio should be relatively empty when you are finished. Remove all scripts and related paperwork from the control room and put headsets and microphones back on the control room tables. ***Failure to do so and you will be denied future access***

8. ***Communication.*** If you have a project that requires multiple days of set design and shooting and you need the studio configured a specific way it is your responsibility to communicate that with the other classes and students to let them know about your set up.

Any group or individual working in either Studio A or B who does not adhere to these rules will be denied access in the future.

If a piece of equipment or software is not working properly or something does not appear to be right with the spaces, let the Media Center know immediately.

*I have read and understand the studio reservation and use policy. I understand that the space and related equipment is my responsibility and I will be accountable for the cost of lost or damaged items while in my possession. I will be charged for any damage or loss to the extent that further usage is impaired or impossible without replacement or repair. Studio use privileges may be suspended at any time for reasons of misuse, damage or for other reasons at the discretion of administration.

Individual/Group Responsible for Studio Space (signature required):

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