

Handmade Studio Policy/Agreement

- I must put away all film (rewind back onto cores,) supplies and equipment neatly in their proper place before leaving
- I will not leave personal belongings in the Handmade Studio
- I will sweep the floor and remove all splices tape or other debris from surfaces and equipment before leaving
- If I find trash, belongings or equipment I will bring it to the attention of the studio manager immediately – take photos
- I take responsibility for all damage to equipment in the Handmade Studio incurred during my use, including but not limited to the Steenbeck, Viewers, Splicers, and Light Tables
- If I find any damage to, or notice missing, equipment I will bring it to the attention of the studio managers immediately – take photos
- I will admit to any damage done by myself and work with the studio managers to pay for repairs/replacements. If this is not done the cost may be divided among all uses.
- I will **NOT** give or tell anyone the access code to the Handmade or Edit studios
- I understand that **failure to comply with any of these guidelines will result in loss of access and a \$50 fine**

By signing below or on signature pages, I acknowledge that I have read and understand and agree to the above and will abide by these policies. There will be no access without signature.

Signature	ID#	Date	Semester

Handmade Signature page

Signature	ID#	Date	Semester
-----------	-----	------	----------

Signature	ID#	Date	Semester
-----------	-----	------	----------

Signature	ID#	Date	Semester
-----------	-----	------	----------

Signature	ID#	Date	Semester
-----------	-----	------	----------