PHOTOGRAPHY/VIDEO STUDIO 2006
USAGE POLICY & RULES

The Photo/Video Studio is available to all eligible Stamps users to meet a variety of needs. This may include documenting finished work, large scale photo/video shoots, or as a temporary installation studio.

Access
The Photo/Video Studio may be reserved by currently enrolled Stamps students, faculty, and staff with a signed Stamps ECHO Borrower Agreement Form on file. Failure to follow the policies listed below may result in the permanent loss of Studio access in addition to other penalties as necessary.

The Studio must be reserved via the ECHO desk. Users will borrow a studio key at checkout that they will need to return when finished. The key is treated like any other ECHO resource and is subject to the same policies.

There are 2 keys available for the Photo/Video Studio that may be checked out simultaneously by different users. Users are encouraged to only use what space they need in the studio so that it can be shared. Users may reserve both keys if the entire studio is needed for a large or private shoot.

Please Note: Room 2006 contains several storage closets that are not subject to ECHO reservations or policies. Stamps faculty and staff may need to access these closets during your reservation period.

Studio Rules
Users are expected to follow all of the rules listed below while working in the Photo/Video Studio. Users found to be abusing these rules will have their ECHO account suspended and will need to schedule a time to discuss the suspension with the ECHO Coordinator.

1. Please be aware that you are responsible for the studio and all equipment during your reserved time period
   a. Do not leave the studio open and unlocked while unattended
2. Always leave the studio cleaner than you found it
   a. Return all lights to where you found them
   b. Return stools to the back hallway
c. Coil all cables in a neat roll  
d. Return model stands to the storage closet  
e. Throw away any food or garbage left in the studio  

3. Please respect the seamless paper  
   a. Only unroll as much paper as you need  
   b. Do not walk on the seamless paper with dirty shoes  
   c. Do not rip the seamless paper  
   d. Contact the ECHO desk if you are having trouble with the seamless paper  

4. Use the “In Use” sign on the studio door to ensure privacy while working  
5. Report any damaged equipment to the Studio Coordinator immediately  
6. Do not store any work in the studio outside of your reserved time period  
   a. All work left in the studio is subject to disposal without notice  
7. Do not remove any furniture or equipment from the studio without first consulting the Studio Coordinator  
8. Do not hang anything from the pipes or fixtures in the studio  
9. Alcohol and illegal drugs are prohibited in the studio and all of the A&D Building.  

**Equipment**  
The Photo/Video Studio will have basic lighting and backdrop equipment out in the studio to accommodate 2 users simultaneously. More advanced studio equipment can be reserved along with the studio key from ECHO. Below is a list of the standard equipment that should be available in the studio for all reservations.  

- **3x LED Softboxes on light stands**  
  - Dimmable  
  - 5500k white balanced  
  - These provide smooth, even lighting with minimal harsh shadows. Ideal for documentation and simple portraits  
- **1x LED Softbox on a boom**  
  - The boom arm allows the light to be held directly overhead from the subject if need be  
  - The boom arm can sometimes be difficult to control and should be handled with care  
  - Dimmable  
  - 5500k white balanced  
- **2x LED hot lights on light stands**  
  - Brighter than the softboxes  
  - Dimmable  
  - 5500k white balanced
- Reflector panel
  - Bounces soft light on the subject for more natural balanced lighting
- 6x Extension cords
- 2x Power strips
- 2x White, grey, and black seamless backdrop paper
  - Seamless paper is very delicate and should be handled with care
- 4x Gallery model stands
  - For documenting work
  - Located in the open storage closet