

- NO EATING OR DRINKING (around equipment)
- A SLCT member should be present at ALL times
- A SLCT staff member must be present if you are not properly trained
- Treat facility and equipment with respect
- You must have approval for all loaned equipment
- If a piece of equipment is not working, notify SLCT staff right away. Do not try to fix the problem yourself
- Not following the required rules could affect your membership with SLCT
- A SLCT staff member must approve all studio time requests
- Please notify SLCT if you are not able to make your scheduled time or will be late
- Equipment must be retrieved and returned by an SLCT member
- Every piece of borrowed equipment must be returned
- Disciplinary Actions may be made if rules are not followed
- You are responsible for all equipment
- Never leave equipment unattended
- Keep wires safely out of the way and properly taped to the floor
- Allow cooling time for the lights after use, before packing them away
- Keep lights away from ANY types of fabric
- DO NOT download or install any unauthorized software onto studio computers
- DO NOT unplug anything that you did not plug in yourself
- You are responsible for your own backup and storage of media projects (project drives are available)
- You must fill out an equipment checkout form
- SLCT has the right to revoke your privileges to use equipment and studio