

Melbourne Camera Club

Studio Use Guidelines

The Studio has been established as a facility for club members to carry out studio shoots and to extend their skills in and understanding of photography. These guidelines are intended to encourage safe practices and ensure that the Studio is maintained as a facility that can be shared and enjoyed by all interested members.

These guidelines also constitute a reference point for best practice behaviour in the Studio and should be seen against the *Facility Use Agreement* that you must sign. The Studio is a resource of the club not a service to members.

General Points on Responsibilities

The club requires that you fill out a Studio Use Log Sheet that includes identifying information on anyone you bring to the club as a participant in your Studio booking. It also requires that you fill out an Equipment Use Log Sheet should you make use of club Studio equipment (excluding backdrops) that is on the back of the Use Log Sheet.

Please remember that the *Facility Use Agreement* and the procedures outlined here must be followed, or penalties may be imposed.

It is the responsibility of the club member who uses the studio to meet basic legal and procedural requirements over and above what the club requires. In particular:

- It is the responsibility of the member using the Studio to obtain from a model, a model release form that establishes the relationship between the model and the member. The club takes no responsibility for consequential issues that failure to do this might create.
- Should the club member be working with any individual(s) under the age of 18, it is the member's responsibility to have completed a current *Working with Children Check* and a signed parent/guardian agreement form. The club takes no responsibility for consequential issues that failure to do this might create.

Formal Requirement

Any person wishing to use the MCC Studio must establish that they have the skill to do so. This is normally done through the Studio Manager. Intending users should contact mcc-studio@melbournephoto.org.au and organise an evaluation session. Only when the Studio Manager is happy with the user skill can the Booking Coordinator register the user on the booking system.

Booking Studio Time

- The first steps
 - Before you can use the Studio you need to be registered on the MCC Booking system at www.bookings.melbournephoto.org.au.
 - If you are not a current Studio user you will need to obtain a key (for the outside gate) from the MCC Secretary and pay a \$50 deposit.
 - You will also need the access code (for Key Box containing the front door key) which you will get from the Booking Coordinator when you register.
 - Finally you must sign the current "Facility Use Agreement" form and forward it to the Booking Coordinator. You will then have access to the web-based booking process.
- **The time you book constitutes the total time you have in the Studio.** All preparation and clean-up time must be included within the booked time. Even if there are no bookings around the time you have booked, other club activities often require the access to the Studio.

- The studio can be booked in 6 hour slots. A single booking is (subject to information on the Booking System web pages):
 - \$50 for use of the room and backdrops
 - \$60 for use of the room, backdrops and club lighting equipment.
- A member is only allowed to book one 6-hour slot over a weekend, however the member is allowed to book any available additional slots after 5pm on the Thursday immediately prior to the weekend.
- While there are prescribed restrictions on length and frequency of bookings, it is within Booking Coordinator's discretion to ensure fair access for all.

Preparing yourself for the first session

Before making a booking:

- If you intend to use the club equipment have you made sure that you know how it works. This is best done by attending a couple of portrait shoots. **Note:** *You are responsible for any damage you cause due to ignorance or misuse.*
- If you intend to use club equipment have you asked for the access code for the Equipment and Lighting Room?
- Have you checked that you understand the process for getting into the club to do your shoot? You should walk through the process sometime prior to your first shoot.
- Have you checked out do you know where to place your payment at the end of a session?

Organising your normal access

- If you are paying cash then make sure that:
 - You know how much you have to pay
 - Have the appropriate amount with you
- Do not forget the key to the side gate
- Do not forget to have the current PIN code for the lock on the side door.
- **Have you confirmed with your model?**

Getting Access

Once you have studio time booked, the next step is to get access.

To get access to the Studio you have to go through 2 entry points:

1. The Side Gate

- Use the key to open the outside gate.
- This is an emergency exit so it opens outwards. Unlock the lock and pull the gate open.
- Be sure that you have properly closed the gate when you leave the property. NEVER leave the gate unlocked.

2. The Side Door

- The side door from the courtyard is controlled by a code you have been given.
- Close and lock the side gate.
- When you leave the property make sure the side gate is closed

3. The front door

- There is no key for you to open the front door from the outside. You must reenter the building via the side door.

- Never leave the front door open while you are working.
- Make sure it is firmly shut when you leave the property.

3. Sign the book

All members and associates must sign the book in the foyer.

Getting Started

Heating

There are small heaters in the studio that can be used when required.

Fans

There is a large fan on the wall above the side exit and there is at least one pedestal fan for your use.

Backdrops

You should check that the backdrop you wish to use is OK.

Working in the Studio

- If you want privacy, lock the doors to the studio and place an “in use” sign on the door from the foyer. It is best to bring your own “in use” sign.
- Before you begin:
 - Have the model(s) fill out the appropriate information on the Studio Use Log Sheet.
 - Have all helpers, make-up people, etc., fill out the appropriate information on the Studio Use Log Sheet.
- Minimise the damage to backdrops by thinking through how best to use them.
- If you intend to use club equipment:
 - Note where you have taken the equipment from so that it can go back in much the same place.
 - If you use more than one lighting kit, make sure you do not mix the equipment that comes from each. They will be marked in order to help this.
 - Hang all stands on the hooks at the back of the room.
 - Tidy all leads so that the cords box is readily accessible to the next Studio user.
 - Report any damage or problems to the Studio Manager immediately, clearly identifying which particular piece of equipment you are talking about. If it would be helpful, take a picture and attach it to the email.
- If you wish to play background music keep the volume to a level that will not interfere with the comfort of others in the building – particularly anyone in the darkroom because the walls between the two areas are thin.
- Plan your time so that you do not over-run your booking period.

Additional Facilities

The kitchen is a club facility and any member who is in the building at the same time as you must have access to it.

The Ladies toilet at the top of the stairs is also a club facility and you cannot assume that it can be used as a changing room etc.

Cleaning Up & Leaving the Studio

The following checklist is a reminder of what needs to be done when leaving the Studio:

- Take one of the envelopes from the foyer desk and enter your name and details on the front. If you are paying cash then place the appropriate amount in the envelope. If you are paying by electronic transfer then write that on the envelope. Put it into the envelope slot near the fire hose.

Note : Payments by bank transfer should be made within 24 hours after your booking is used. You can find the club bank account details on the club website on the membership page. When making payment by bank transfer you should ensure that you add clear comments to indicate who made the payment. You should also send the club treasurer a short email to indicate you've made payment.

- Make sure all fans, heaters and other floor equipment is turned off and returned to where you found them.
- Check that the backdrop(s) you used is in a condition that will not compromise the work of the next user. *If you cannot trim it or fix it you **must email the Studio Manager as soon as possible.***
- Return all club equipment and lighting to the Equipment and Lighting Room. Make sure that it is organized as closely as possible to how you found it. If there are any issues with the equipment you have used, or attempted to use, *you must email the Studio Manager as soon as possible.*
- *Check that the Equipment and Lighting Room is locked.*
- Collect any paper, tissues, bits-and-pieces etc. and place them in the appropriate garbage bin.
- Place the furniture and props in appropriate places.
- Do not leave furniture, heaters, fans or props in front of doors.
- Complete the **Studio Use Log sheet** (see the current version on the website).
- If you used club equipment, fill out the **Equipment Log sheet** that is on the back of the Studio Use Log Sheet.
- **Then put the completed log sheet into the Mailbox that is in the foyer under the stairs.**
- If you are in on a Sunday, check if the garbage bins need to go out and put them out if need be.
- If you in on a Monday bring in the garbage bins if they have been emptied.
- Check that all lights are turned off.
- Be sure to lock the side gate and the front door when you leave the property.

Good shooting!

Booking Coordinator