

Studio Clean-Up Policy

- Be sure to schedule time to use the studio so that you are not interrupting other photographer's shoots. **The time you reserve includes your set up and clean up.** There will often be people coming in right on your tail so do not go over your scheduled time.
- Clean up after yourself after every shoot (**the image below is what the studio should look like before you leave**). BE RESPECTFUL OF OTHERS and leave the studio as you would like it seen when you arrive for a shoot.
- NO fires or candles. Absolutely no nails, pins, etc in the walls. If you need to adhere something, use command hooks, putty or a gentle tape. If you damage the walls in any way, you are responsible for repairs.
- **Let the management know of any repairs, maintenance, or damage in the studio.** If you come to the studio and find something that needs attention, please let management know immediately so the person before you is held responsible. If you do not report something, you could be the one held responsible by the person following.
- **Always make sure the door is locked when you leave.**
- You are welcome to move furniture to any space you like at the studio, but DO NOT DRAG the furniture across the floor. Please have someone help you to move heavy items and make sure to put the furniture back into the place it was when you came in.
- **A \$15 fee WILL be charged when any of the above rules have been broken.**

