

Scheduling Lab time and lab reservations

- The following labs remain locked and are available only through reservations in the cage/cave.
 - G31 – Video Green Room/Photo studio
 - G30
 - G27 – Non Linear editing
 - G11 – TV control room
 - TV studio
 - Audio Control room
 - G23 – Audio Studio A
 - G24 – Audio Foley room
 - G25 – Audio Studio B
 - G26 - Audio Isolation room
- **No student can reserve more than 8 hours of lab time per week and no more than 4 hours per day.**
- **It is the responsibility of each student to lock the lab they have reserved after they are done using it.**
- All **Audio** Studio lab reservations must be pre-approved by Andy Briskar or Cy Anderson.
- You may reserve G20 or G21 but not both at the same time.
- Students must sign out studios in 2 hour blocks.
 - Students are permitted to use a maximum of 4 hours per day provided that the time is signed out in (2) 2 hour block increments. *Please be considerate of others. If you need only 2 hours, do not sign out 4 hours as padding.*
- If a studio space is not occupied within 20 minutes after the time reserved, the student reserving the studio forfeits the studio. That studio is then available to anyone who may need the space.
- Studio reservations are not allowed to be made more than 2 weeks in advance.

Please note that any of these rules are subject to change and/or amendment; especially towards the end of the quarter.