

CAMERA / TRIPOD & PHOTO STUDIO RENTAL POLICY

Please read carefully and follow the instructions before sign up.

- Students are required to complete one of Barry Schein's "How to Photograph Your Artwork" pop-up classes, prior to use. Please check the catalog for the workshop dates.
- Students must send an email to their department director that they intend to sign up for the rental of the booth and equipment prior to use.
- The camera and tripod is stored at the registration desk. Students are to pick up the equipment and drop off there and follow the sign up instructions
- Rental of the equipment and space is for 3 -hour sessions at \$20 per session, please pay at the registrar.
- A student borrowing the camera must leave a photo ID with the registrar. The ID will be given back upon return of the camera.
- There will not be a monitor present during the rental session.
- Students must bring their own laptops or SD cards to transfer images onto.

Students will be responsible for returning the equipment and leaving the photo booth room in perfect condition. Students will be held financially accountable for any damage, loss, or theft.

CAMERA / TRIPOD & PHOTO BOOTH RENTAL SIGN IN/OUT

Hours, 3 -hour sessions:

Monday and Wednesday: 9:00am - 9:00pm

Tuesday and Thursday: 9:00am – 6:00pm

Friday and Saturday: 9:30am – 3:30pm

Sunday closed