

# Creator Studio Reservation & Use Policy

*Texas State University – School of Journalism and Mass Communication*

The Creator Studio is a dedicated space for students to produce high-quality photo, video, and audio projects. To ensure all students have equal access and the space remains in great condition, please review and follow the policies below when reserving and using the studio.

## 1. Reservation & Access

- Studio reservations are required for all use.
- Reservations must be made by submitting the reservation form.
- Reservation requests must include:
  - **Date & time**
  - **Planned use/project description**
  - **Any equipment requested**
- A confirmation email will be sent once your booking is approved.

## 2. Check-In Procedure

When you arrive for your reservation:

1. **Check in** using the provided sign in sheet.
2. Note the condition of the studio and equipment before use.
3. Retrieve any reserved equipment (lighting, stands, props, etc.) from the studio manager (must be reserved in advanced and approved).
4. You are responsible for the care of the space and all gear during your reserved time.

## 3. Check-Out Procedure

Before leaving the studio:

1. Return all equipment to its proper storage location.
2. Remove all personal belongings and trash.
3. Reset the studio to its standard layout.
4. Sign out and note any issues (equipment damage, missing items, etc.).
5. Failure to follow checkout procedures may result in a loss of studio privileges.

## 4. Equipment & Property Policy

- Some decorations and furniture in the studio were purchased out of pocket by the studio manager (Assistant Professor of Instruction, Sara Shields). **These items must remain in the studio** at all times.
- Lighting gear, stands, and any other provided equipment must be handled with care.
- Students are responsible for all items during their reserved time.

## 5. Theft & Damage Policy

- **Theft, removal, or intentional damage** to any studio property will result in:
  - Immediate loss of studio access
  - Referral to the **Dean of Students Office**
  - Possible financial responsibility for replacement or repair
- Students are encouraged to report any suspicious activity immediately.

## 6. General Rules

- No food or drink allowed.
- No open flames, smoke, glitter, confetti, or messy props.
- Keep noise at a respectful level to avoid disrupting nearby classes.
- Respect reservation times—leave promptly so the next student can set up.

## Acknowledgment

All students must accept the terms of the **Creator Studio Reservation and Use Policy** before their first reservation, acknowledging they have read and agree to these policies.