

### **Light Factory Darkroom Policies:**

- All darkroom users must have taken a class in darkroom photography or have equivalent experience. Intro to BW is available at The Light Factory. Private tutoring is also an option.
- All darkroom users must sign the waiver for darkroom and classroom responsibility and submit it to The Light Factory prior to using the darkroom.
- All chemistry that is mixed within the darkroom must be standard film and paper processing chemistry. Other types of chemistry must be cleared with the Ed. Department.
- Please call to schedule time in the darkroom *every* time you'd like to use it. This allows us to reserve time for you in the darkroom. It also allows us to make sure there is not a class, tour, or meeting scheduled in the space at the same time you are using it.
- First time users are required to attend an orientation session with The Light Factory. Please call to set this up with the staff.
- Open Fridays – Fridays are left open on the darkroom schedule. These days normally do not conflict with classes or tours. Users should still call or email to set up time and ensure space is free.
- The darkroom times you commit to are the ones that go on the schedule. Please do not come earlier or stay later. This may conflict with another user's time in the darkroom.
- If anything goes wrong in the darkroom, please use the emergency information on the wall to contact a Light Factory staff person.
- Please note that summer camps take place in the darkroom. When considering a membership and darkroom usage, take into consideration that late June-mid August our darkrooms are not available from 9am-5pm Monday through Friday unless there is a gap in the camp schedule.
- The darkroom will not be available during darkroom classes.
- Students enrolled in darkroom classes are able to use the darkroom for free during the duration of this class. Students who plan to do this must call in advance to schedule their time in the darkroom.
  
- **Checklist for checking in the darkroom:**
  - Called to schedule time in the darkroom
  - Signed the darkroom waiver and submitted it to The Light Factory (1<sup>st</sup> time)
  - Scheduled an orientation with The Light Factory
  - Paid for my membership
  
- **Checklist for checking out of the darkroom:**
  - Paid for time in the darkroom (if applicable)
  - Cleaned out trays
  - Rinsed any used equipment
  - Turned off film dryer, timers, and the light box
  - Turned off darkroom & classroom lights
  - Cleaned up classroom space that was used
  - Closed door and ensured it locked