

PHOTOGRAPHY ROOM GUIDELINES

These guidelines are in place to help everyone work better, respect the shared academic space, and make sure the photography room runs smoothly for all users. The goal is simply to create a reliable, safe, and professional environment where everyone can focus on their work without unnecessary disruptions.

Purpose of the Space

The Photography Room is a shared professional workspace intended for academic production. All users are expected to behave with discipline, respect, and technical awareness.

Access and Authorisation

Access is granted only through the official booking system.
Users must sign in and out of each session through the booking system.
Only trained students are allowed to use the room independently.
Maximum capacity is five students per session.
Each session must have a registered user responsible for the booking.

Responsibility

Students are responsible for correct use of equipment and safety of the space during their session.
Course instructors are responsible for allocating students to use the room and ensuring students are properly trained before independent access.
Any damage or misuse will be attributed to the students present and the booking holder or assigned group.

Equipment Handling

Lighting Equipment

Lights must never be left on unattended.
Allow lights to cool down before moving or packing.
Softboxes must not be forced, bent, or dropped and must be handled carefully during assembly and disassembly.
Light stands must be fully tightened before use and must not be dragged or knocked over.

Electrical Safety

No cables should be left loose on the floor.
All equipment must be powered off after use.
No electrical device should remain plugged in overnight.

**All equipment should be returned and stored in the designated cabinets.*

Studio Usage Rules

Food and drinks are not allowed.

Smoking and vaping are strictly prohibited.

Personal belongings must not be left unattended.

Models, maquettes, or designed objects must not be left unattended.

Overnight setups are not permitted without prior approval*

Any unattended item may be removed without notice.

Project and Object Policy

All objects must be clearly labelled with name, course, and date.

Objects may remain in the room only during the booked session *unless prior approval is obtained*.

Unlabeled or abandoned items will be removed and may be stored temporarily or discarded.

Cleanliness and Reset Policy

At the end of every session, users must return all equipment to its original position, turn off all lights and electrical devices, remove all trash and materials, and leave the space clean and ready for the next group.

The room must be returned to a neutral default state.

Booking and Session Management

Access is granted only through the official booking system (ONCE).

Users must sign in to each session through the booking system (Resource booking)

Users must arrive and leave within their booked time slot.

Session time will not be extended for late arrivals unless approved

Users must respect the schedule of the next group.

Damage and Incident Reporting

Any damage must be reported immediately.

Failure to report damage will result in full responsibility assigned to the last registered users.

Access and Misuse policy

First offence: warning.

Second offence: temporary suspension of access.

Severe misuse or damage: immediate ban and further disciplinary action.

Repeated misuse may result in permanent loss of access.

Instructor Responsibilities

Formal training sessions will be provided.

Faculty members must also complete the required training (provided by the Photography Studio FIC) before they can use the studio themselves or supervise their students using it.

Instructors must ensure students are trained before independent use They must approve and supervise complex or high-risk setups.

They are responsible for guiding proper use of equipment within their courses.

PHOTOGRAPHY ROOM RULES -

Access is by booking only.

Maximum 5 students per session.

Only trained users are allowed.

All equipment must be handled with care.

Lights must be turned off after use.

Equipment must not be left unattended.

Food and drinks are not allowed.

Smoking and vaping are prohibited.

No unattended objects or models.

No overnight setups without permission.

At the end of the session, reset the room, remove all belongings, and leave the space ready for the next group.

Users are responsible for the room during their session.

Any damage must be reported immediately.

Failure to follow these rules may result in suspension or loss of access.

摄影棚使用须知

- 使用需预约。
- 每时段最多 5 名学生。
- 仅限经过培训的用户使用。
- 所有设备须小心操作。
- 使用后须关闭灯具。
- 设备不得无人看管。
- 禁止携带食物和饮料。
- 严禁吸烟和吸电子烟。
- 不得遗留无人看管的物品或模型。
- 未经许可不得隔夜布置。
- 使用结束后，复位房间，带走所有个人物品，使空间可供下一组使用。
- 用户在使用时段内对房间负责。
- 任何损坏必须立即报告。
- 不遵守上述规则可能导致使用权限暂停或取消。

摄影棚使用守则

制定本守则旨在帮助每位使用者更好地开展工作，尊重共享的学术空间，并确保摄影室能够为所有人顺畅运行。其目标仅仅是营造一个可靠、安全且专业的环境，让每个人都能在没有不必要干扰的情况下专注于自己的工作。

空间用途

摄影室是专为学术创作而设的共享专业工作空间。所有使用者均应遵守纪律，尊重他人，并具备技术意识。

准入与授权

仅可通过官方预约系统获得使用权限。使用者每次使用前均须通过预约系统签到和签出。只有经过培训的学生方可独立使用摄影室。每时段最多容纳五名学生。每个时段须有一名注册使用者负责预约。

责任

学生在使用时段内须对设备的正确使用和空间安全负责。课程教师负责安排学生使用摄影室，并确保学生在独立使用前已接受适当培训。任何损坏或 **misuse** 将归责于在场学生及预约持有人或指定小组。

设备操作

-照明设备

灯具不得在无人看管时开启。移动或收纳灯具前，须待其冷却。柔光箱不得强行弯折、挤压或摔落，组装和拆卸时必须小心操作。灯架在使用前必须完全锁紧，不得拖拽或碰倒。

-电气安全

不得有任何线缆松散地留在地面上。所有设备使用后须关闭电源。任何电器不得整夜插电。

*所有设备应归还并存放在指定柜内。

影棚使用规则

禁止携带食物和饮料。严禁吸烟和吸电子烟。个人物品不得无人看管。模特、模型或设计作品不得无人看管。未经事先批准，不得隔夜布置场景*。任何无人看管的物品可能会被移走，恕不另行通知。

项目与物品政策

所有物品必须清晰标注姓名、课程名称和日期。除非获得事先批准，物品仅可在预约时段内留在摄影室内。未标注或遗弃的物品将被移走，并可能暂时存放或丢弃。

清洁与复位政策

每段使用结束后，使用者必须将所有设备归还原位，关闭所有灯具和电器，清理所有垃圾和物料，保持空间清洁，供下一组人员使用。

摄影室所有设施设备必须复原复位。

预约与时段管理

仅可通过官方预约系统（ONCE）获得使用权限。使用者必须通过预约系统（Resource booking）为每次使用进行预约登记。使用者须在预约时段内到达和离开。除非获得批准，迟到不会延长使用时段。使用者须尊重下一组的时间安排。

损坏与事件报告

任何损坏必须立即报告。未能报告损坏将导致责任完全归于最后登记的使用者。

使用与违规处理政策

首次违规：警告。第二次违规：暂停使用权限。严重违规或造成损坏：立即禁止使用并采取进一步纪律处分。多次违规可能导致永久失去使用权限。

教师职责

教师职责：将提供正式培训课程。教师人员也必须完成所需培训（由摄影工作室负责人 FIC 提供），之后才能自行使用工作室或指导其学生使用。教师必须确保学生在独立使用前已接受培训。必须批准并监督复杂或高风险的布景。需负责在课程中指导学生正确使用设备。