

Lowell Thomas Communication Center Production Studio Rules.

- . All studio time must be scheduled with the Media Center at least two days in advance.
- . First time users of any studio space must attend a 30-minute training session prior to use.
- . No food or drinks allowed in the control room or on the studio floor.
- . Do not disconnect or re-wire any equipment without first asking the Media Center.
- . Downloading of any software on studio-related computers is prohibited.
- . Outside equipment or props used in the studio must be removed when finished.
- . No use of ladders in studio A or B without Media Center staff assistance.
- . No guests other than those directly in or on the production are allowed.
- . You are entitled to a maximum of four (4) hours studio time per day.
- . Reservations are subject to cancellation at the discretion of the Media Center at any time.
- . Damage to equipment due to negligent behavior will be the responsibility of the user.
- . Users who do not adhere to these rules will be denied access in the future.