



# Studio and Facility Booking Guidelines

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## Booking Guidelines Part 1

The allocation of twelve concessionary studio slots originally came about by lack of response for voluntary contribution to ease the burden of studio electricity running costs.

Over the last couple of years the cost of electricity at the club has exceeded £20 per week and with the current trend in fuel prices no doubt will increase even further, this coupled with the latest rent increase by the landlord has meant a small increase in studio fees. A majority of this is through studio use with a small proportion to other areas, i.e. 3 club evenings and darkroom use.

### **The facilities are available as follows:**

Tuesday, Thursday, Friday, Sunday 1000—1400, 1400 –1800, 1800 –2200

Saturday 1000— 1400 drop in sessions, 1400 –1800, 1800 –2200

Monday, Wednesday, 1000—1400, no bookings after 2pm

### **Darkroom allocation**

In line with the studio bookings it was agreed by the committee (22.08.06) that in a full club year twelve concessionary slots would be allocated for Darkroom users, followed by a small charge of £5 for every darkroom booking there after.

### **Digital Room allocation**

No charge still unlimited FOC other than printing costs by individuals.

### **Studio allocation**

1. In a full club year members will have 12 x 4 hour concessionary studio slots, less if you join part way through the year.

2. Three free cancellation slots, after which the booking will come off of your allocation or if there are no slots remaining a contribution to the club may be requested.

2a If you cancel two consecutive slots in the same weekend, i.e. Sat and Sun you will be expected to pay for one slot regardless.

2b. Any cancellation less than 24 hours other than that shown in 2a may still stand as part of your allocation, this will be at the discretion of the committee and the studio manager. If you feel this is unjust and you had reasonable cause to cancel then you will be able to appeal in writing to the committee.

2c. Any cancellation should be sent directly to the studio manager, in the first instance preferably as a email, at worst in the form of a text message.

2d. I will make my mobile number available to anyone who wants it, please note that although I carry a mobile phone it is only ever used to receive text messages, so please do not call me on it to make a booking.



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## Booking Guidelines part 2

3. Only four bookings may be booked in advance.

3a. Members have mentioned that they have been put off by being unable to book the 2 – 6 slot on a weekend it is suggested that a maximum of two weekend prime slots in any one month can be booked in advance, however if by the Wed of the preceding weekend there is no booking an extra prime slot booking may be allocated.

4. If you need a booking longer than 4 hours, it is possible to use one concessionary slot and a further charge of £5 per hour min 2 hours £10 anything over two hours extra will be charged as a 4 hour session at current studio rates. You will need to specify the amount of time you require to allow for bookings to continue throughout the day. This option is only available once a month for the named photographer.

5. Any cancellation of a full days booking with less than 48 hours notice you will be asked to make a £20 contribution to the club funds or loose one free slot.

6. Only one whole day or two 4 hour slots can be booked per month on a week end.

7. Unlimited last minute weekday bookings two full days in advance?

8. If you swap a booking date with another member, then email confirmation from both parties is required.

9. Once your twelve concessionary slots have been used payment of £25 is to be paid on the Collection of keys to cover the full four hour slot.

10. Keys are always a problem but only if they are not returned to the rightful key holder for the next person to use, if you have a booking, first make sure you know where you will be collecting keys from.

Secondly make sure you know where and when you are returning them to, if there is some one else using the studio after you then ensure they know where the keys are going to be returned to and make a note on the booking out form “keys passed to “ AN Other”. This arrangement should only be carried out by prior consent of the key holder.

Out of courtesy to the club and other members Please ensure that you return the keys straight after your shoot rather than running any errands as someone else maybe needing them after you, after all if you arrived to collect keys and were told they had not been returned because the last person had run some one home, you probably wouldn't be very happy and your model would be even less amused!



**Studio Allocation and Fair use**  
[www.studio@rawleycameraclub.co.uk](mailto:www.studio@rawleycameraclub.co.uk)

### **Booking Guidelines part 3**

In a full club year September to August members will have 12 x 4 hr concessionary studio slots approximately one per month, less if you join part way through the year.

Members may use one concessionary slot per month, unless you have unused slots from previous months, e.g. allocation starts in September you don't use the studio until October so therefore you would be able to use two concessionary bookings independently that month.

Concessionary slots are not transferable between members.

If you make a booking for the studio this will be taken from your concessionary allocation or charged at current studio rates accordingly.

The practice of sharing the studio is perfectly acceptable providing that each photographer is a fully paid up member of Crawley Camera Club, and that they have attended a studio induction evening.

It should be noted that as of November 2007 the committee have agreed that a concessionary booking should be deducted from each of the photographers attending the studio session.

In the event of concessionary slots having been used by one or more of the photographers attending there will be fee for studio usage at current studio rates. This is the responsibility of the member and should not be passed on to third parties as a chargeable expense.

The only exception to these guidelines would be if a model had been booked by the committee or studio manager for the day or half day and modelling fees, not studio fees were going to be shared by those photographers taking part, but this event would need to be publicized and available to the whole of the club membership.

To keep a sense of balance and fair use to all members the above guidelines should be adhered to.