Student use of studios

Only students in the following classes are allowed to reserve the studios:

- P&E1
- P&E2
- Documentary, Experimental and Narrative Production and Editing

If you are not enrolled in a class listed above, but are in a TV class and wish to use the studios, you must get prior written approval from a Full-Time faculty member.

The use of the studio is for TV department class projects only.

Students are allowed 6 hours of studio time per week.

Reservations are based on availability.

Students are allowed to reserve the studios up to 2 weeks in advance.

To reserve a studio, students must go to Engineering, room 1503, there they will need to fill out the Facilities and Equipment Request Form.

Reservations open on every Wednesday. During the odd weeks (1,3,5...etc) signup opens at 9am. During even weeks (2,4,6...etc) signup opens at 5:30pm. Phone reservations are not accepted.

Use of studios is restricted to studio space, small props and small furniture only. Use of studio cameras, Teleprompters, adjustment of studio lights, or setting up of flats is not allowed due to safety/time issues. You are allowed to set up lighting equipment you have reserved from the Cage.

If your production requires the use of restricted equipment listed above, you must contact David Dvorak, Operations Manager at 312-369-7189 and get approval.

Weapons of any kind (guns, knives, etc) real or fake are NOT allowed.

Students must sign in with Engineering when they arrive for their studio use and they must also sign out with Engineers before they are allowed to leave. Engineers will check to make sure the studios are left in a clean and organized manner.

Walk-On

Once a student signs up for the limit of studio time, additional time is available on a “walk-on” basis. Walk-on time is limited to 6 hours per week, but can be used as often as it is available. Students must still follow all the procedures as described above.

Cancelling reservations-Tardiness-Penalties

If you have reserved studio space and will not be using it, you must call Engineering (312-369-7408) or (312-369-8527) with as much notice as possible.

If you are more than 15 minutes late for your scheduled time, you will lose your reservation.

Failure to show up for your reserved time without a prior cancellation call results in an automatic docking of reservation privileges for a period of 30 days.