

DARKROOM SCHEDULE OF HIRE AND CONDITIONS OF USE**Hours**

The darkroom is available for hire during Artstation open hours:

Monday to Friday	Half day	9.00 – 12.30 or 1.00 – 4.30pm
	Whole day	9.00 – 4.30pm

Monday to Thursday 6.00 - 9.00pm (term time only)

Saturday	Half day	9.00am – 12.30 or 12.30 - 4.00pm
	Whole day	9.00 – 4.00pm

Cost (per person):

Half day	\$30
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\$10 for Artstation Student (provided you have completed a Darkroom Skills course at Artstation)

Whole day	\$50
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\$20 for Artstation Student (provided you have completed a Darkroom Skills course at Artstation)

Each hirer must sign the hire agreement and pay before use of the darkroom.

Hire Period

There are times when the darkroom will be used for classes and it is advisable to book in advance to secure a place.

Facilities available

Chemical mixing equipment, developing tanks, reels, trays, tongs, enlargers, timers, focus finders, proofing glass, scissors, thermometer, drying line, paper towels, hair dryers, print washer, negative and print dryer and light-box.

Hirers must supply their own chemicals, photographic paper, other specialised tools and equipment.

CONDITIONS OF USE

Note

Some chemicals, paper, film, negative sleeves and protective gloves are for sale from the Artstation office.

CONDITIONS OF USE

In order to maintain the darkroom to an effective working standard; please follow this checklist.

BEFORE USE:

- Fill the zip to the required level BEFORE turning it on.
- Turn on both fans.
- Check for damaged or unclean equipment, blown enlarger bulbs, lights or switches left on, untidiness etc and report to the office if necessary.

AFTER USE:

Exhausted fix can be poured into the recycle container using a funnel.

Thoroughly wash all equipment used with the hose.

Detergent and other cleaning gear is stored under the wet bench.

Hose down wet bench (and metal plate if used) and clean with detergent and sponge if necessary. Make sure the chemical matter has drained off well to prevent *chemical residue on equipment which will damage, stain, and smell!*

Stack trays and print washer against metal plate wall to dry. Lay out other equipment on drying rack on wet bench. Drain tanks and jugs upside down. Mop water and chemical spillage – mop, bucket, and detergent are stored in darkroom. Use outdoor hose to clean mop and bucket after use before returning to the darkroom.

Return all other equipment to the labelled location in the darkroom. Clean proofing glass if used with window cleaner and paper towels.

Remove all debris from workbenches and floor. Remove negatives, prints, and all personal equipment. Wet prints can be carried in plastic bags and then re-washed.

Refill paper towel dispenser with supply in darkroom. Inform office if this supply needs replenishing.

Switch off all enlarger plug points, red and white lights, fan, and zip.

PLEASE REPORT ANY DAMAGE OR PROBLEM TO THE OFFICE STAFF STRAIGHT AWAY!

When finished for the day please leave the darkroom clean and tidy for the next user.
Thank you.