

## HARWOOD ART CENTER - DARKROOM INFORMATION

**Availability.** The darkroom is available to the general public. Darkroom users are given keys and have access to the darkroom at their convenience. Reservations to use the darkroom are made on a first come-first served basis; there is a sign up calendar on the darkroom door. Currently, there is no limit to the amount of time anyone may spend in the darkroom, but this may change if demand increases.

**Equipment.** The darkroom measures 14 by 21 feet, and is fully equipped for black & white developing and printing. Darkroom users must provide their own chemicals and paper.

**Storage.** There are lockers available for the storage of chemicals and paper; there are a limited number of lockers that can be padlocked. Darkroom users must provide their own padlock for lockers, and must leave a duplicate key or the lock combination with Kathy Meidell, the building manager. Storage of chemicals and paper in the darkroom is discouraged.

**Darkroom Maintenance.** Darkroom users are expected to clean up after themselves and to report any maintenance or repair problems to Becky or Kathy. ***This is a community darkroom: please do your part and take care of it!***

**Chemical disposal.** Harwood pays to have fixer disposed. Please deposit expired fix into the barrel provided; most developers can go down the drain as long as they are flushed with large amounts of water.

**Cost.** The monthly charge for darkroom use is \$30.00. Darkroom users are required to keep a credit or debit card on file, and it will be charged on the 5<sup>th</sup> of the month, or the Monday following if the 5<sup>th</sup> falls on a weekend or holiday. The darkroom fee covers individual use only; you may not teach classes without first contacting Harwood. There is also a \$30.00 refundable key deposit. If you do not return your keys, we **will** keep this deposit.

**Trade.** Under some circumstances, Harwood will trade the use of the darkroom for services such a repairs, maintenance, or renovation of the darkroom. Please speak with Becky.

## APPLICATION TO USE DARKROOM

**PLEASE NOTE:** Harwood Art Center requires that a credit card be kept on file for darkroom rental payment. You will be charged \$30.00 on the 5<sup>th</sup> of each month, or the Monday following if the 5<sup>th</sup> falls on a weekend, unless keys are returned prior to that date. Lost keys will result in loss of your \$30 deposit. By submitting this application you are acknowledging and agreeing to this arrangement.

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Approximate days and times you plan to use the darkroom:**

\_\_\_\_\_

**Employer:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**References:** 1. **Name:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

2. **Name:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

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### FOR HARWOOD USE

**Keys taken** \_\_\_\_\_ **Deposit** \_\_\_\_\_ **Start/Leave dates** \_\_\_\_\_ / \_\_\_\_\_

**Credit Card #** \_\_\_\_\_ **Exp. Date** \_\_\_\_\_