

Membership type: **FULL** **STUDENT** **GRADUATE**
Duration: **ONE YEAR** **6 MONTHS** **ONE MONTH**

Name: _____

Address: _____

Postcode _____ **Email:** _____

Telephone: _____ **Mobile:** _____

College / University: _____

Course duration: _____

Course name: _____

Year of study: _____

How did you hear about us? _____

Method of payment: _____

Please make cheques payable to Photofusion. Cheques will only be accepted with card number and expiry date listed on the back.

Photofusion Cancellations Policy

Cancellations must be made at least 24 hours before the arranged booking for darkrooms and scanner hire, and 48 hours in advance for studio hire, or the fee must be paid in full. Any Member owing more than 2 unused sessions will be unable to book any facilities until the full amount is paid.

I accept the cancellations policy.

Signature: _____

Photofusion Membership Agreement

The following rules apply to all Members using darkroom, digital and studio facilities:

- 1 Student / graduate membership is only available on presentation of University / College photo ID or confirmation of graduation. Course Administrators may be contacted for confirmation.
- 2 All Members must undertake an induction course before being permitted to use the darkrooms.
- 3 All Members using the digital facilities are expected to have a degree of computer literacy suitable for the task they wish to accomplish. If in doubt about any of the equipment, please ask a member of staff.
- 4 The darkrooms and digital facilities must be booked in advance. There is no facility for credit to any Member of the darkrooms, studio or digital facilities. Hire fees are payable in advance of each session.
- 5 Only one Member is allowed to use a computer, scanner, and/or enlarger at any one time. There is no arrangement for double booking or allowing accompanying members of the public into the darkroom. Members' friends and clients must use the Members' lounge and are not permitted to spend more than one hour visiting.
- 6 Any damage to Photofusion equipment must be reported to the darkroom or digital staff promptly so that equipment can be repaired.
- 7 Members are responsible for equipment in their care and will be liable for damages incurred through carelessness.
- 8 The darkrooms and digital facilities must be kept clean and tidy.
- 9 The darkrooms are to be vacated at the advertised times and all equipment must be returned at the end of the session. Those printing through the trays should leave adequate time to wash their prints (at least 30 minutes before the end of the session).
- 10 Please respect the wet and dry areas in the darkrooms and keep them as such.
- 11 In rental of the motorised enlarger, preference will be given to disabled users.
- 12 Photofusion will not take responsibility for digital files left on our systems. It is a Member's responsibility to back up their own work.
- 13 Members using the digital facilities are responsible for checking their scans and prints and discussing any issues with digital staff before they leave the premises.
- 14 Photofusion will not take any responsibility for a Member's mistake / error occurring due to a lack of knowledge of computer systems, scanners etc.
- 15 All Members must abide by Photofusion's equal opportunities policy. Offensive behavior will cause the immediate cancellation of membership without refund.
- 16 There is a no smoking, eating and drinking policy in the darkrooms and digital areas.
- 17 In case of fire, please leave the building through the nearest exit. The assembly point is outside the Ritzy Cinema.
- 18 Members are responsible for their own and their guests property whilst on the premises.
- 19 Bicycles cannot be stored on the premises under any circumstances.
- 20 Children (under 18) are NOT allowed into Photofusion's darkrooms, studio or digital suite. Children accompanied and supervised by a parent/carer may access the gallery, members' room and offices/library.
- 21 Non-members are restricted to the Members Room and Gallery areas only and are not allowed to accompany members into the darkrooms or digital suite.

Photofusion reserves the right to refuse or cancel membership at its discretion.
First reservation of facilities must be paid for at time of booking

I accept the terms and conditions of membership.

Signature: _____

Start Date: _____