



MELBOURNE CAMERA CLUB

# Studio, Annex & Darkroom Use Agreement

Version 4.01

Approved by MCC Board 18/11/2025

## Introduction

The Melbourne Camera Club (MCC) allows its members access to its studio and darkroom facilities for the purpose of enhancing their photography skills. Such access is subject to approval following receipt of a signed and completed *Facility Use Agreement* from a member.

The Member's use of the studio and darkroom facilities is conditional on their agreement to adhere to the requirements specified in this agreement. These requirements are intended to ensure safe and fair use of the facilities.

Failure to comply with these guidelines may result in the Member's loss of studio/darkroom access and club membership suspension or termination.

## Requirements for sessional use of the facility

General requirements for the Member

1. **No commercial use** – You may not use the facility for any commercial activities, including training, unless approved by the MCC Board.
2. **Follow All Rules & Laws** – Ensure that your use of the facility complies with all MCC policies, safety guidelines, and legal requirements.
3. **Stay Updated** – Keep up with relevant safety updates and attend workshops if required. Be aware that the MCC may update rules at any time, with changes announced officially.
4. **Be Responsible for your Visitors** – Ensure that any visitors you bring to the facility follow MCC rules and comply with the Visitor requirements stipulated further below.
5. **Register Attendees** – Register everyone (all members and non members) attending the facility for safety reasons.
6. **Book and Use Facilities Correctly** – Follow booking rules and adhere to session times.
7. **Pay Fees** – Pay any required fees, including non-refundable access FOB fees.
8. **Pay Fees** – Pay for yearly storage of chemicals in allocated storage areas.
9. **Take Your Belongings** – Remove personal items after your session other than chemicals stored in paid Annex Storage.
10. **Annual Agreement** - This agreement is to be signed every year on renewal of membership or in January for Life Members.

## Video Surveillance of MCC Clubrooms

1. **MCC uses Video Surveillance System (Closed Circuit Television – CCTV) to monitor activities, members and guests within and around the MCC building.** This includes the entry and exit to the studio and darkroom.

## Care of the facility, its equipment and the MCC Clubrooms

1. **Treat the Facility Respectfully** – Leave the facility clean and tidy and take reasonable care when using equipment.
2. **Respect MCC Property** – Do not remove MCC or other members' equipment.
3. **Report Problems** – Notify the Booking Coordinator or Studio/Darkroom Manager of any adverse issues encountered during your session.
4. **Report Equipment Issues** – Use the provided forms or QR codes to report any problems in the use of the facility.
5. **Pay for Damage** – Recompense the MCC the full cost of any damage caused by you or your visitors to the facility and its equipment.
6. **Keep Security Codes Private** – Never share access codes provided by Studio and Darkroom Manager.
7. **Lock Up** – Ensure the facility and external MCC clubhouse doors are locked when leaving.

## Booking the facility

1. **Submission of Application Agreement** – The Member must submit a completed and signed *Facility Use Agreement* to the MCC Booking Coordinator at [facilitybooking@melbournecameraclub.org.au](mailto:facilitybooking@melbournecameraclub.org.au)
2. **Approval and Booking** – Upon receiving approval from the Studio or Darkroom Manager, and issuance of a FOB, the Member may book the facility online via the MCC's online booking system. A link to the booking system can be found on the club website (MEMBERS > Accessing Club Facilities).
3. **Fees** – A fee will be charged for the booking which must be paid electronically at the time of booking via the online booking system.
4. **Changes to Booking Conditions** – Following a facility booking, the MCC retains the right to change the booking conditions with 28 days' notice.
5. **Booking Session Times** – The Member must strictly adhere to the booked facility period, allowing time for setup and cleanup.
6. **Frequency of Bookings** – Only one 6-hour studio or darkroom weekend slot is allowed per member, with extra slots available on weekdays.
7. **Booking Cancellation** – To be at least 24 hours prior to the commencement of a paid booking. Once booking is cancelled contact MCC treasurer via email to request a refund.
8. **Smoke machine use** - If you're going to use a smoke machine, you must phone 0478 609 585 **to have the alarm isolated before starting. If a smoke detector is activated and you have**

**not** called to isolate the detector, you can incur a Fire Brigade attendance fee in excess of \$2,000 per fire truck on attendance.

## Visitors attending the Members session

A Member may admit a visitor(s) to the facility subject to meeting the following conditions:

1. A visitor must be declared on the Member's booking before the Member's session.
2. The visitor has not been suspended or expelled from the MCC or been denied access to the facility by the MCC Board.
3. The visitor is either:
  - a. A current MCC member, or
  - b. A model or assistant (e.g. make-up artist) to support the Member's session

If the visitor is a child under 18 years of age then they must be accompanied by a parent/guardian or a responsible adult nominated by the parent/guardian *and* the Member must have a valid and current *Working with Children Check*.

**The Member will be held accountable for the safety and good conduct of their visitor(s).**

## Safety

The Member should be familiar with the current MCC safety policy. Use of the facility and its equipment involves inherent safety risks. The Member is advised to exercise caution to protect their own safety and that of their visitors. Additionally, the Member acknowledges that they assume all risks associated with using the facility, and MCC will not be liable for any accidents or incidents outside of its insurance coverage.

The Member is responsible for taking all reasonable measures to ensure safety within the facility during their booked session.

## Specific requirements for studio use

### 1. Etiquette

1. Lock doors to the studio and use an "in use" sign for privacy.
2. Keep noise levels reasonable.
3. The kitchen and upstairs toilet are shared facilities; maintain their privacy and cleanliness.

### 2. Models

1. Signed and completed model release forms must be obtained for all models.

### 3. Studio equipment

1. Handle backdrops carefully; restore default colours after use.
2. Return all equipment to its original place and report any damages.

3. Report equipment issues using the QR code inside the main equipment cupboard.

#### **4. Cleanup and Exit**

1. Turn off all equipment, lights, and air conditioners.
2. Restore backdrops and store equipment properly.
3. Clean the model changing room and dispose of trash.
4. Secure all doors when leaving.

## Specific requirements for Darkroom use

### **1. Access to the darkroom**

1. Complete an orientation session with the Darkroom Manager before booking
2. Enter via the Ferrars Street door using your FOB.

### **2. Safety**

1. Be familiar with the current MCC Safety Policy
2. Turn on power and ventilation before use.
3. Keep wet and dry work areas separate.
4. Dispose of chemicals safely with plenty of water.
5. A first-aid kit and chemical spill kit are available in the darkroom.
6. Refer to *Material Safety Data Sheets* (MSDS) for chemical handling.

### **3. Cleanup and exit**

1. Store chemicals in crates.
2. Clean and return all equipment and trays.
3. Sweep and mop floors as needed.
4. Turn off power, ventilation and lights
5. Record usage in the Darkroom Log.
6. Lock the darkroom and outside gate upon exit.

# MCC Annex, Studio and Darkroom Use Agreement

As the Applicant user of the studio or darkroom facilities of the Melbourne Camera Club (MCC), I acknowledge all warnings and agree to abide by all requirements stipulated in this agreement.

*By signing this agreement, I confirm that I understand and accept these terms of this agreement.*

## Application

This agreement applies to the following MCC facilities (please check the ones you will use):

- Darkroom
- Studio
- Annex

Please check your level of experience for the facilities you are requesting:

Do you have experience using a darkroom?

- Yes    No

Do you have experience using studio equipment?

- Yes    No

Do you have experience using the Mat Cutter?

- Yes    No

This agreement is only valid once signed by an authorized MCC representative.

Before booking facilities for personal use, the Darkroom Manager and/or Studio Manager must confirm that the applicant has the necessary skills to use the space unsupervised. Once approved, booking access will be granted in the online system.

Approved Member	Authorised MCC Representative
Name:	Name:
Signature:	Signature:
Date:	Date: