Users are expected to respect the rights of others, the integrity of the One Button Studio resources, and abide by all rules and guidelines put forth in this and any related document.

Due to the increased and enhanced safety measures to combat the spread of COVID, some of our policies have changed.

- Use of the One Button and Lightboard Studios are restricted to UGA faculty, staff, and student usage.
- Please do not touch/adjust any of the equipment. If you feel adjusting is necessary, please ask for assistance.
- Upon arrival and exit, please check in at CTL South front desk.
- No food or drink is allowed in the One Button or Lightboard Studio.
- CTL is not responsible for personal items left behind.
- CTL is not responsible for damage to a user's personal items.
- Respond to emergency alarms and other emergency or non-emergency situations as instructed by CTL staff.
- CTL reserves the right to halt, delete, or disallow the creation of projects that violate the UGA acceptable use of computers.
- Keep noise to a minimum, including conversations in the waiting area outside these Studios as there may be other studios in use at the same time.
- Users are expected to leave the rooms as they found it when they arrived (i.e. location of remote controls, presentation monitor, podium, etc.)
- If any item in the One Button or Lightboard Studio is found to be in a permanently unusable or damaged condition due to user's direct or intentional actions after the user has finished using one of the Studios, the user will be subject to a charge that includes the price of replacing said item(s).
- If any item in the One Button or Lightboard Studio goes missing or is stolen during the period of time the requestor is using the One Button or Lightboard Studio, the user will be subject to a charge that includes the price of replacing said item(s).

COVID-19 RELATED POLICY

- Both studios only allow for one person in the room.
- When you are reserving a studio, be aware that you are reserving it for the entire day.
- You can reserve consecutive days only if it does not overlap with another reservation
- Please wear a mask until door is closed and you are ready to begin recording.
- There is a two-day downtime between each unique user where the room cannot be used.
- Please clean items such as mouse, keyboard, remote controls, etc…) that were touched with the provided alcohol wipes.
- Place used Lightboard hand towels in the provided trashcan for cleaning.
- Place any used markers in the “dirty” basket
- Sign/date sheet on outside of door confirming you sanitized room items.