General Policies

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.

- Currently, use of the One Button and Lightboard Studios are restricted to UGA faculty, staff, and student usage.
- Daily reservations can only be a maximum of 2 hours.
- 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.
- Groups are welcome to work on projects together, but due to room size, CTL asks that groups are limited to no more than 5 people.
- CTL is not responsible for personal items left behind.
- CTL is not responsible for damage to a user's personal items.
- Be respectful to the person coming in to use the One Button Studio by not exceeding your reservation time without permission.
- 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.)
- Reservations may be forfeited if the room has not been occupied 15 minutes into the scheduled time.
- In the rare case of scheduling conflicts or simultaneous walk-ins, CTL reserves the right to make the final decision on room use.
- 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 these 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).