



### General Policies

Users are expected to respect the rights of others, the integrity of studio resources, and abide by all rules and guidelines put forth in this and any related document. Use of the Green Screen 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 Green Screen 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 and conversations to a minimum in the waiting areas as there may be other studios in use at the same time.
  - Users are expected to leave rooms as found upon arrival (i.e. location of remote controls, presentation monitor, podium, etc.)
  - If any item in the Green Screen or Lightboard Studio is found to be in a permanently unusable or damaged condition due to user's direct or intentional actions, user will be subject to charges that include the price of replacing said item(s).
  - If any item in the Green Screen or Lightboard Studio goes missing or is stolen during requestor's time of use, the user will be subject to a charge that includes the price of replacing said item(s).
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