

General EP/D Studio Policies/Procedures	
<b>Misc</b>	All students must have completed the orientation to use any EPD facility or equipment.
<b>Project Time</b>	As noted above. Students forfeit their time if they don't sign up by the booking deadline, but they may still sign up if time is available.
<b>Practice Time</b>	Students may sign up for two hours of practice time daily, starting at 7pm for the next day.
	- EPD major
	- currently enrolled in a class that meets in an EPD facility (22/112 does not count)
	- has completed EP-220
	<b>EP-220 students may sign up for 2 hours of practice time per week as of the 6th week of classes.</b>
	All student who are eligible for practice time may come in for walk-in time if a studio is available, or extend their practice time as of a certain point in their session.
<b>Booking</b>	Must be in person.
	Can cancel in person or by phone (up to 2 hours before session)
	Most project time is booked Mon-Fri 9am-closing for the booking week noted.
	EP-401 and EP-491 students book on Thursdays starting at 9am for the next week's project time.
<b>College Clos</b>	We try to make up most project bookings, except EP-401 and EP-491 (it's not possible to make up this time).
	Practice time is not rescheduled.
<b>Procedure</b>	All studio time starts on the hour and ends at :10 to the hour.
	Students must give their ID to check in.
	Students must return to the studio office at :10 of to check out, the staff checks that the room is normalled and in correct order.
<b>A60</b>	A60 is available just like practice time (in 3-hour slots), and is also available to students enrolled in ENEL-221, ENEL-403, and EP-P350 (even non-majors).
<b>Hours</b>	<b>Studios and A60 are open 9am to 6am every day.</b>