

General EP/D Studio Policies/Procedures									
Misc	All students must have completed the orientation to use any EPD facility or equipment.								
Project Tim	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.								
Practice Ti	Students may sign up for two hours of practice time daily, starting at 3pm for the next day. Fridays book for Sat/Sun/Mon. Requirements								
	- EPD major								
	- currently enrolled in a class that meets in an EPD facility (22/112 does not count)								
	- has completed EP-320								
	EP-220 students may sign up for 1 hour of practice time as of the 6th week of classes. ***Can we change this to two hours per week and label it project time?***								
	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.								
Booking	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.								
College Clo	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.								
Procedure	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.								
A59	A59 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).								
Hours	Studios and A59 are open 9am to midnight every day.								