



## STUDIO RULES

### THE STUDIO SPACE

- Please take off your shoes at the entrance. Indoor shoes/slippers are fine as long as they are dry and clean. Please inform your team of this in advance. Thanks!
- We want to rent out a nice, fully functional studio, so please take care of the studio and its equipment. Notify us immediately of damage, defective equipment, or if light bulbs, batteries, or other material need replacing/restocking.
- Leave the studio neat and tidy. Put equipment back in its original place (just ask if you're unsure).
- Vacuum cleaners and other cleaning equipment are available if needed. Kitchen equipment that has been used must be washed or put in the dishwasher. Throw away your rubbish (ask where if you're unsure).
- The studio and other spaces you have occupied need to be cleaned and vacated by the end of your session. If you think you may need more time, let us know as soon as possible and we'll see if we can extend the session. If you overstay your session without prior agreement, we have the right to charge a fee of SEK 700 for each additional half hour. Please note: If you book the option "Maxa tiden" in advance, we will take care of the studio and its equipment for you after your rental session (within reasonable limits).
- If the studio is not returned to its original state by the end of your rental, or should we need to tidy up after you, we reserve the right to charge the equivalent of 1000 SEK/hr for the time it takes us.

### PLEASE BE CONSIDERATE TOWARD OUR TENANTS

- Our premises are an everyday workplace for our tenants, and we want them to have a safe, work-friendly environment. It's fine to play music, talk, etc., but please avoid being unnecessarily loud or disruptive. We reserve the right, without refund, to dismiss people – both photographers and their clients – who behave inappropriately.
- It is absolutely prohibited to use our tenants' private workspaces, or to borrow objects from them. Items belonging to the premises are not to be taken outside of the premises without permission.
- Do not unplug cables from our tenants' workspaces, computers etc.
- Our tenants also need to use the kitchen and dining areas, so please show consideration.
- Our tenants' health is important. We reserve the right, without a refund, to reject clients with clear symptoms of contagious illness. Unsure? Get in touch in advance, and we can discuss rebooking.

### YOUR SAFETY AND OURS

- Do not block the emergency exit located next to the lounge.
- Smoking is not allowed. Animals are also not allowed, for allergy reasons. No inflammable equipment, hazardous chemicals or otherwise dangerous objects/substances are allowed. No smoke machines are allowed.
- Keep an extra eye on children. They are not allowed to handle the studio's photography equipment, and may not be in other parts of the premises without supervision. Children with contagious illnesses (colds, flu etc) are not allowed on our premises.
- The studio may not be used for any other purposes than photography and film work.

### PLEASE ASK!

We try to always have someone on site who can help out if you run into problems, have questions, or just need help with the coffee machine. Don't hesitate to ask – we want your studio rental to be great! Contact [info@factorystudios.se](mailto:info@factorystudios.se), Alison 0733-393747, or Daniel 0709-83 91 83.