



FSH STYLING

Policies for Styling Studio Rental

Location: 625 Polk St, San Francisco, CA

Room: 505

Instructions: **You must have Student ID.** Non-AAU should sign-in at Front Desk / Lobby.

Studio Rental: \$5.00/hour which will be charged to your student self-service account 48 hours after studio use.

Please request time slot with attached reservation form at least two weeks before the date you would like to use studio.

On your studio rental date, you need to arrive 15 minutes prior to your time slot to gain access to the studio and to give you and your crew time to set up.

If you are not present / on time, no extra time will be given; shoot must end promptly – no exceptions.

Food: No food or beverages allowed in studio. This is to keep the studio clean and avoid strong smells in the space. You and your team may eat at Café Dior on the first floor.

Music and noise: Please be aware the studio is located on the Design floor and there may be classes or students at work. You may play music at a low volume.

Equipment: Please have your photographer bring their own equipment. We do not provide any photography lighting or equipment.

Room 505 Styling Studio comes with a seamless set up that includes:

- Two (2) C-Stands to hold up Seamless roll
- One (1) Seamless roll
- One (1) Sandbag
- One (1) rolling racks available for garments
- Two (2) tables: hair and makeup table and accessories table

Seamless Paper: Do not remove C-stands that support seamless. Do not cut or unroll seamless paper. The seamless paper set up should be left as is. Please inform your photographers.

After Photo Shoot: Clean up studio before you leave and do not leave any trash. Make sure it is as clean as you found it. Throw away props, foliage, safety pins, etc. Make sure items in studio are returned to where they belong.

Damage: Any damage during photo shoots will result in a penalty charged to your Student Self-Service account, depending on severity.



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Reservation Form

Any missing information or blank space will result in delay of studio confirmation.
You will receive a confirmation e-mail within the next 48 hours.

(Please write legibly in print)

Name:

ID Number:

E-mail:

Phone Number:

Instructor:

Photographer:

Hair Stylist and Makeup Artist:

Model:

Assistant:

Date Request:

Please select your top two (2) time slots:

Saturday

- ☐ 8:30 am – 12:30 pm
- ☐ 1:00 pm – 5:00 pm

Sunday

- ☐ 8:30 am – 12:30 pm
- ☐ 1:00 pm – 5:00 pm

Monday

- ☐ 8:30 am – 12:30 pm
- ☐ 1:00 pm – 5:00 pm

Tuesday

- ☐ 8:30 am – 12:30 pm
- ☐ 1:00 pm – 5:00 pm

Wednesday

- ☐ 8:30 am – 12:30 pm
- ☐ 1:00 pm – 5:00 pm

Thursday

- ☐ 8:30 am – 12:30 pm
- ☐ 1:00 pm – 5:00 pm

Friday

- ☐ 8:30 am – 12:30 pm
- ☐ 1:00 pm – 5:00 pm