



DARKROOM INFORMATION

Availability. The darkroom is available to the general public. Darkroom users are given keys and have access to the darkroom at their convenience. Reservations to use the darkroom are made on a first come-first served basis: there is a sign up calendar on the darkroom door. Currently, there is no limit to the amount of time anyone may spend in the darkroom but a suggestion is to sign up for no more than 3-4 hours at a time unless the demand is quite low.

Equipment. The darkroom measures 14 by 21 feet, and is fully equipped for black & white developing and printing. Darkroom users must provide their own chemicals and paper.

Storage. There are lockers available for the storage of chemicals and paper: there are a limited number of lockers that can be padlocked. Darkroom users must provide their own padlock for lockers, and must leave a duplicate key or the lock combination with Kathy Meidell, the site manager. Storage of chemicals and paper in the darkroom is discouraged.

Darkroom maintenance. Darkroom users are expected to clean up after themselves and to report any maintenance or repair problems to Harwood staff.

This is a community darkroom: please do your part and take care of it!

Chemical disposal. Harwood pays to have fixer disposed. Please deposit expired fix into the barrel provided; most developers can go down the drain as long as they are flushed with large amounts of water.

Cost. The monthly charge for darkroom use is \$30.00. Darkroom users are required to keep a credit or debit card on file, and it will be charged on the 5th of the month, or the Monday following if the 5th falls on a weekend or holiday. The darkroom fee covers individual use only: you may not teach classes without first contacting Harwood. There is also a \$30.00 refundable key deposit. If you do not return your keys, we will keep this deposit.

Trade. Under some circumstances, Harwood will trade the use of the darkroom for service such as repairs, maintenance, or renovation of the darkroom. Please speak with Kathy.

