**Editing Suite and Computer Lab Policy**

**For Savage & Buckham Hall Labs**

* Students must make a reservation to use editing suites. Students can reserve up to 4 hours per day, up to 3 times per week, in advance.
* If a computer is not reserved, students can make same day reservations to use the unreserved time. Same day reservations do not affect advance reservation time allotments.
* Reservations can be made at <http://faculty.buffalostate.edu/milbrabc/equipmentloan>
* Students may only use Communication facilities, including computers and printers, for COM or TFA class projects, Independent Studies or with approval from faculty or staff.
* Students will not share codes to the doors with any other person under any circumstances.
* Students will not let any person without door codes into the facilities.
* The doors to the computer labs and editing suites may never be propped open when faculty or staff is not in the building.
* If a student has a reservation, the computer is theirs to work on during that time. No one can force a student with a reservation to leave his or her workstation.
* There is no food or drink allowed in the computer labs or editing suites.
* If you are 15 minutes late for your reservation, other students may take your reservation.
* There will be no more than 3 students at one computer in an editing suite.
* Any student who is in violation of any of these rules may have their access revoked.
* Any questions or issues should be directed to Brian Milbrand, Equipment Manager, at 878-3513 or [milbrabc@buffalostate.edu](mailto:milbrabc@buffalostate.edu)

I have read the above Policy and I understand that the procedures apply to all of my time in the Communication facilities.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_