DMCA Extended Hours Access

You have been approved to work at the DMCA after regular opening hours. This “Extended Access”, which grants swipe card access to Room 102 (Studio C) and/or Room 108 (Studio B), is a privilege not a right and as such you are obliged to behave responsibly at all times or access may be rescinded. Please follow these rules and use your common sense to ensure that the studios remain safe and accessible after hours.

- “Extended Access” for Undergraduate Students permits access to the aforementioned space/s 7 days per week until Midnight.
- “Extended Access” for Graduate Students permits access to the aforementioned space/s 7 days per week, 24 hours per day.
- Never work alone. Get to know your fellow extended access users and if necessary reach out to them to ensure you aren’t working by yourself. A current list of extended access users is always available at the DMCA office.
- Under no circumstances are you to leave the doors to Room 102/108 open after hours. They must remain closed and locked at all times.
- You may not use your extended access to provide after-hours access to others who have not been granted the privilege by DMCA staff.
- There is no eating or drinking in the studios. Consume all food and beverages in the lobby.
- You may not move/unplug/rewire or otherwise change the setup of the studios (with the exception of moving portable floor standing lights in the shooting space).
- The use of powered equipment and tools not already provided in the studios is not permitted unless they are reviewed and approved by DMCA staff.
- Work on elevated surfaces is not permitted without the supervision of DMCA staff.
- Extended Access does not mean there will automatically be a workstation for you to work on. Reservation sheets are available in each space so you can plan ahead.
- In the case that a previous user has not logged off the computer when you arrive for a session, please save their work if prompted when logging them out. You should always log out before leaving.
- As an extended access user you are being entrusted to be a steward of the DMCA after hours. It is not sufficient just to follow the rules yourself. If you see anything untoward taking place please report it to DMCA Staff or in the case of emergency or any situation which makes you feel unsafe, call campus police (203-432-4400) or campus security (203-785-5555).
- Don’t forget to be safe coming to or leaving the DMCA after hours. Take advantage of the Yale Shuttle, Safe Rides and Walking Escorts.
- (http://publicsafety.yale.edu/security/nighttime-safe-rides-walking-escort-service or call 203-432-6330 or 203-432-WALK).

Thank you in advance for respecting the space and ensuring we have the ability to work in these studios after hours.