

You have been approved for after-class access to designated Humber spaces for **academic purposes**, such as completing class work or practicing a skill. “After-class access,” for Fall 2021, is **any time outside of scheduled class times**. Please note that room capacities are strictly enforced to allow for physical distancing and hours of operation are limited, so you must submit a booking request at least 24 hours in advance.

The following spaces have been designated for the Film & Television Production program:

Room	Reduced Occupancy	Hours of Operation	Available Slots
NO-LB104	15	0800-2200h, M-F 1000-1800h, S-S	In 8-hour blocks
NO-LB121	27	0800-2200h, M-F 1000-1800h, S-S	In 8-hour blocks
NO-LB122	27	0800-2200h, M-F 1000-1800h, S-S	In 8-hour blocks
NO-L147	2	0800-2200h, M-F 1000-1800h, S-S	In 3.5-hour blocks
NO-L153	12	0800-2200h, M-F 1000-1800h, S-S	In 3.5-hour blocks
NO-MB104A	1	0800-2200h, M-F 1000-1800h, S-S	In 3.5-hour blocks
NO-MB103	2	0800-2200h, M-F 1000-1800h, S-S	In 3.5-hour blocks
NO-LB115	1	0800-2000h, Mon-F 1000-1800h, S-S	In 3.5-hour blocks
NO-LB136	1	0800-2000h, Mon-F 1000-1800h, S-S	In 3.5-hour blocks

NO-LB139	1	0800-2000h, Mon-F 1000-1800h, S-S	In 3.5-hour blocks
NO-LB116	1	0800-2000h, Mon-F 1000-1800h, S-S	In 3.5-hour blocks
NO-LB117	1	0800-2000h, Mon-F 1000-1800h, S-S	In 3.5-hour blocks
NO-LB140	1	0800-2000h, Mon-F 1000-1800h, S-S	In 3.5-hour blocks
NO-LB141	1	0800-2000h, Mon-F 1000-1800h, S-S	In 3.5-hour blocks

To book a spot in any of the above spaces, you must:

- 1.) Read the [Return to Campus Handbook](#).
- 2.) Review the [Media Equipment and Distribution Centres Policies](#) and [COVID-19 Addendum](#), and complete and submit the **Equipment Access Agreement** if you have not already done so.
- 3.) Submit a booking request via mediacheckout.ca at least 24 hours in advance.
- 4.) Film and Media Studios are limited to 7.5 hours per reservation
- 5.) Checkout centres will remain **closed** on weekends.
- 6.) Workstations and edit suites are to be sanitized before and after use using the supplied wipes.

There is no storage available for equipment, props or set dressing. Anything brought in for your shoot must be removed afterward and within the allotted time. Tables and chairs must be reset for classroom configuration and to maintain physical distancing. Failure to do so will result in a fine.

Note: Please enter the College via the main entrance of the Learning Resource Commons (LRC). Security guards will check for your Humber Guardian app screening approval, or screen you if you weren't able to use the app. Please ensure you arrive at the LRC 15 to 20 minutes prior to your booking to allow for screening and travel between buildings.