



# Toronto Camera Club

To study and promote the art of photography in all its branches.  
587 Mount Pleasant Road, Toronto, Ontario, M4S 2M5

## Club Studio Policy

As a Member of the Toronto Camera Club, you can use the Club's photography studio and related equipment. Following are the requirements, procedures, and cost.

### Requirements:

To reserve the Club, and to use the Club studio equipment:

1. You must be a Member in good standing for a minimum of one full Season.
2. You must complete the Introductory Studio and Portrait Workshop provided by the Club, free of charge.
3. The photography sessions cannot be used for commercial purposes.
4. The photographers cannot charge the models/clients for their work.
5. Besides the model(s), there must be two people present, with at least one person being a qualifying Member. It is highly recommended that the second person also be a Member, who has completed the Introductory Studio and Portrait Workshop, but this is not required.

Also note that only Members are allowed to photograph in the Club. Non-members who may be helping with the shoot are not allowed to photograph.

## Reservation Process:

To reserve the Club,

6. The organizing Member must select a date/time that the Club would be available. This information is available by reviewing the Website Calendar.
7. Once a date/time has been selected, the organizing Member must contact the Studio Lights Coordinator ([StudioLights@TorontoCameraClub.com](mailto:StudioLights@TorontoCameraClub.com)) as it's the Coordinator who makes the Club reservation and ensures that the organizing Member meets the requirements. In addition, the Coordinator will help to ensure that the coordinating Member has physical access to the Club and equipment – for example, has access to Club keys.

## Fees and Fee Payment:

A quick google search will show that reserving a studio can cost hundreds of dollars per hour. The fees charged to our Members are considerably lower, and the fees are used to maintain and purchase studio equipment. Following is the fee structure.

8. If you want to reserve the Club, but use your own equipment, the cost is \$20 per session.
9. If you want to reserve the Club and use the Club's equipment, the cost is \$40 per session.
10. If the session involves multiple Members, it's up to organizing Member to determine how the \$20 or \$40 fee will be split, if at all.
11. Please note that reservations are limited to three hours with a maximum of three slots per day. If a member wants to book multiple slots on the same day, they should arrange it with the Studio Lights Chair and pay the fee for each reservation slot.
12. It's the responsibility of the organizing Member to pay the fee, and the fee should be paid once the reservation is made. It's the Studio Lights Coordinator who will add the approved reservation into the Website Calendar.
13. To pay the fee by credit card, the organizing Member will log into the Website, then click the E-commerce menu item. When the E-commerce webpage is displayed, click the Club Studio Fee tab, and follow the instructions. When the payment is made, the organizing Member and the Studio Lights Coordinator will each receive an email confirmation receipt.

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