

Rules of use Studio 437

01 – Access to the Studio

The studio is accessible only on the basis of a valid reservation and is intended primarily for study and non-profit purposes. In the case of commercial work, you must consult the conditions of use in advance.

The access code (6 digits) is strictly for personal use – sharing the code with unauthorised persons is prohibited.

A reservation entitles you to use the studio only during the reserved time and is intended primarily for the person who made the reservation.

At the end of the reservation, the user must leave the studio and hand over the space in its original condition.

02 – Persons in the Studio

The person who made the reservation is responsible for the course of the shoot and the behaviour of all persons present.

Minors may be present in the studio only when accompanied by a legal guardian or with their written consent.

Guests and collaborators (models, assistants, etc.) must be reported to the studio manager in advance – please state the number of persons when making the reservation.

Work with animals is allowed only with prior approval from the studio manager and on the condition that all traces of their presence are removed after the session.

03 – Photography and Filming

Photography and filming in the studio are allowed only within a confirmed reservation.

When working with models, we strongly recommend using a GDPR consent form – a template is available from the studio manager.

Recording other persons without their knowledge and consent is prohibited. Content produced in the studio must not violate applicable legal regulations (Act No. 89/2012 Coll., Act No. 110/2019 Coll.).

04 – Studio Equipment

The studio equipment is intended solely for photographic and film purposes. Every user must check the condition of the equipment before starting work. Any damage that occurred before their reservation must be reported to the studio manager without delay.

The user is responsible for the equipment from the beginning of the reservation until its end; lending equipment to anyone else is prohibited.

Moving permanently installed elements (curtains, backgrounds, stands) is allowed, but everything must be returned to its original position. Taking equipment out of the studio without a loan form or prior agreement is prohibited.

05 – Electrical Safety and Lighting Equipment

The studio is equipped with powerful lighting technology (studio flashes, continuous lights). Handle it carefully and in accordance with the studio training content or the device's manual. High output usually also means high heat emission – do not place flammable materials (paper, polystyrene, etc.) in front of such sources, and allow the light body to cool down before changing light-shaping modifiers.

Connect high-power light sources (especially Godox QS 1200II and similar units) to separate power sockets. Running multiple demanding units from a single socket or circuit breaker can cause overloading and tripping of fuses. In the event of a tripped fuse, contact the studio manager or the faculty reception immediately – do not attempt to reset fuses yourself.

Check all lighting equipment before connecting it – do not use damaged cables, connectors, or housings.

After finishing your work, switch off all lighting equipment and allow it to cool down before storing it.

06 – Data and Digital Devices

The studio provides shared devices (computer, tablet, memory cards). Each user is responsible for transferring their data to their own storage medium before the end of the reservation. Do not take shared memory media out of the studio without permission.

Due to the turnover of reservations and the continuous operation of the studio, data stored on shared devices cannot be guaranteed after the end of a reservation. Do not store personal or sensitive information on shared devices.

The studio manager is not responsible for any data loss if the data was not transferred before the end of the reservation.

07 – Safety and Working Environment

Smoking, consumption of alcohol, and use of intoxicating substances are prohibited in the studio.

Working under the influence of alcohol or intoxicating substances is prohibited. Keep escape routes clear – do not obstruct doors or emergency exits.

The first aid kit is located in room 437.

In the event of an injury or emergency, first contact the studio manager; if they are unavailable, contact the FUD reception (Pasteurova 9).

Emergency numbers: ambulance 155 · fire brigade 150 · police 158 · general emergency line 112

08 – Cleaning and Handover of the Studio

After finishing your work, return the studio to its original condition: tidy up props, fold and store stands, and remove any dirt or mess.

Take rubbish to the bin or outside – do not leave it in the studio.

Check that all lights are switched off and that all equipment is stored in its place.

Report any damage, faults, or unusual situations to the studio manager without delay.

09 – Liability and Compensation for Damage

The user is liable for any damage to the equipment or studio premises caused by them or by guests they invited.

Damage must be reported to the studio manager without delay using the Damage Report Form (available in the studio and from the manager).

Intentional damage to equipment or premises will be dealt with in accordance with the FUD UJEP Disciplinary Code and applicable legislation.

By making a reservation, the user confirms that they have read these rules and undertake to comply with them.

10 – Applicable Legal Framework

These rules complement the internal regulations of UJEP and FUD. Users must in particular comply with:

UJEP Statute (effective from 1 January 2026)

Dean's Directive of FUD UJEP No. 2/2013 – Operating Rules of FUD UJEP

UJEP Rector's Directive No. 2/2013 – Fire Protection

UJEP Occupational Health and Safety Guidelines for Students (§ 391 and § 101(5) of the Labour Code)

FUD UJEP Disciplinary Code

UJEP Code of Ethics

Act No. 110/2019 Coll. (Personal Data Protection / GDPR)

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please respect working hours