



Zaahi Studios.Facilities
(Rules)

1. No smoking inside the facility.
2. No unpermitted use of the conference room, production floor, production room, tv set, or the green screen without proper booking.
3. No guests are permitted in the facility and on the premises after 8 pm or before 10:30 am. (Unless approved by Management)
4. Members' accounts will be charged upon breakage of equipment.
5. You must clean up after any sessions that you may book. Cleanup includes removal of any trash that you have created and placing back any equipment you have used to it's correct spot. (A cleanup charge will be charged to your account if you do not successfully cleanup your booked area)
6. Whenever you are booking any studio stage, you are required to start breaking down your session/meeting and making sure that you vacate the studio stage by the end of your booked session. If go over your session time, an extra hour will be applied to your session.
7. Members and Residents can only book each studio or space under their respective membership once up to 4 hours per day.
8. You must sign in as well as have all of your guests sign in everytime you enter the facility.
9. If you are the last one at the facility, you are responsible for turning off the village lights and or any lights that you have used. (If lights are not turned off after your use, a \$15 charge will be applied to your account)
10. Do not leave any entry doors unlocked before 10:30 am or after 5 pm.
11. You must be courteous and conscious of your other members productions and or meetings; we take pride in being a fun and friendly creative community!
12. **No weapons or hard alcohol on the premises. (beer and wine is okay)**
13. No unpermitted use of areas outside of the facility and no littering inside or outside of the facility
14. There will be no usage of the conference room before 10:30 am or after 5 pm; the conference room is closed between these hours (Unless approved by Management)
15. Tenants are not able to book large events without a Booking Coordinator (large events are considered reserving a studio stage including 6 or more people).
16. **Social Media Policy:**
 - a. Any photos taken at the studio that are shared on social media must be properly tagged with @zaahistudiosfacilities as the studio location; this applies to any form of social media.
 - b. If you are posting anything on social media that consists of illegal drugs or anything inappropriate that could negatively represent your professional brand, potential suspension or cancellation of membership is granted jurisdiction to the Zaahi Studios Facilities executive owners. If you have any questions, please ask our manager for examples of these types of posts.
17. For any hourly reservations and event reservations, there are NO refunds for ANY reason. If you are unable to make the scheduled event for ANY reason, then you will be issued an in-studio credit to use within 30 days of the original reservation date (Please Note: Rescheduled date has to be open and available on our production calendar for the original studio/room reservation)
18. All crew and anyone attending shoot, including talent, must sign (prior to the shoot date) Zaahi Studios's non-disclosure agreement (rules and liability form) outlining their full understanding of their staff and crew members' health prior to the shoot date. And shall outline any contact with someone who has a confirmed or suspected case of COVID-19.
19. Any crew who has traveled to high-risk countries or have been in contact with an individual with COVID-19 during that four-week period must not participate on the shoot.
20. All shoot attendees must apply hand sanitizer to hands at check-ins before entering on set. Anyone's refusal will not enter the set.
21. All crew to wear specialized face masks such as N95 respirator masks, throughout the course of shoots – to be provided by the production company. Talent may take off their masks during the act of shooting.

22. Water bottles or drinks must be spread out and labeled for each crew to avoid cross-contamination and must be disposed of by each shoot attendee throughout the course of the shoot.
23. All production producers must keep the studio clean throughout the shooting day especially in common areas such as wardrobe and make-up rooms when in use.

*If you are unclear of any of the Zaahi Studios Facilities rules at any time, please contact the Zaahi Studios team at teamzaahi@zaahi.net. If there is a repeat violation of these rules caused by yourself or your guests (repeated violations are defined as breaking any rule more than 3 times), Zaahi Studios reserves the right to deny membership or any future use of the facility.

I _____ have read the rules above, and understand that by signing below, I am agreeing to following these rules.

xx _____
Signature

Date