



Welcome to Nashville Community Darkroom! Please read on for information on membership rules and responsibilities, darkroom policies and procedures, and other great stuff. We look forward to working together in the darkroom!

## GETTING STARTED

- Nashville Community Darkroom (NCD) is a membership based work space. Only registered members who are current on dues are allowed to work in this space.
- New members should complete a membership application and submit the \$50 application fee, which will cover a background check and orientation class.
- All new members must complete a 2 hour "Darkroom Orientation" class, which will cover safety, member rules, building upkeep, chemical safety and disposal, cleaning responsibilities, and other important information. To schedule your session, email [nashvillecommunitydarkroom@gmail.com](mailto:nashvillecommunitydarkroom@gmail.com).
- Members gain access to the building using a biometric fingerprint reader during building hours. New members will receive training on use of the fingerprint reader at orientation class.
- Members use NCD at their own risk, and should fully read the attached handout "Darkroom Hazards" before entering the work space.
- Current hours are 7 a.m. to 10 p.m. daily. Hours are subject to change, but members will be given advance notice before a change in building hours.
- All members should carefully review the "Rules and Responsibilities of the Darkroom". Repeated failure to comply with member responsibilities can result in termination of membership without refund.
- All members should carefully review and sign the "Liability Release" form attached. It is your responsibility to ask an NCD Board member or call the NCD phone number if you have any questions or concerns about use of the darkroom.
- NCD provides basic Ilford black and white developing chemicals for use in the darkroom. Members may use their own chemicals if desired.

## RULES & RESPONSIBILITIES

- At this time, darkroom use is available on a first-come-first-served basis during scheduled building hours. No one is permitted inside the building outside of posted hours.

- Absolutely no guests are allowed to work in the darkroom without prior authorization from NCD. Unauthorized guests will result in termination of membership. To request darkroom access for a guest, email [nashvillecommunitydarkroom@gmail.com](mailto:nashvillecommunitydarkroom@gmail.com) at least 48 hours in advance, and guests will be reviewed on a case-by-case basis.
- One non-member guest may accompany a member into the building, but may not use the darkroom under any circumstance. Absolutely no children under the age of 12 are allowed in the space without prior authorization from NCD.
- A limited number of small storage spaces are available for personal items and photographic paper in the classroom. If you would like to reserve a small storage area, you may do so at orientation or by email. NCD is not responsible for any lost, damaged or stolen items left unattended. If you would like to store items in a designated cubby, it is recommended to bring a small storage box clearly labeled with your name.
- NCD reserves the right to revoke without refund the membership of any members who consistently do not respect other members, follow workroom procedures, or clean according to the posted guidelines.

## WORKING PROCEDURES

- Always assume that someone is working in the darkroom when entering the room. Ring the bell outside the door before entering the curtains, and be sure to fully close the first set before opening the second set of curtains. Being careless when entering the workspace can result in ruining another member's work.
- Take care with enlargers and accessories including easels, timers, and grain focusers. This equipment can be fragile. When adjusting easels, do so with the frames open, so as not to damage the blades. When adjusting enlargers, always grip the enlarger head tightly before loosening the bolts, as some enlarger heads are spring loaded.
- Carefully review the information on each jug of chemistry before mixing to the proper dilution and filling trays.
- Use tongs and trays only with the chemicals for which they are labeled to avoid cross-contamination.
- Members should be respectful of others and should attempt to remove prints and films from wash stations promptly, in order to give the next person access to the washer.
- The film loading room in the back corner is available for loading and processing of films. This room does not have a double door, so extra care should be taken when entering and exiting. Never leave the white lights on in the film room while others are working in the lab.
- Please do not use the main sink for toning prints if anyone else is working in the darkroom. An additional work table for toning is available in the back.
- Remember that cleanliness in the lab is crucial to having a quality workspace for all! Show respect to your fellow members by cleaning up after yourself. Pay special attention when you leave to the steps below in order to be sure you are fulfilling your membership responsibilities.

## WHAT TO DO WITH CHEMICALS

- Do not pour diluted chemicals into the full strength jugs. Diluted chemicals that are not exhausted can be poured into an empty jug and labeled with your initials, the name of the chemical, strength of dilution, and date of use.
- Diluted print developing chemicals can be left in their trays at the end of a session if not exhausted. Cover each tray with another inverted tray and leave a sticky note with your initials, the name of the chemical, and the date and time of your session.
- Used film and paper fixer should be tested and reused until exhausted. Do not test in the tray or jug. Instead, use a beaker to scoop out a small amount of the fixer, and test using Hypo Check as directed on the bottle.
- All chemicals containing silver (fixers) must be disposed of as posted in the darkroom and cannot be poured down the drain. Exhausted b/w fixer goes in the 5 gallon blue jug labeled "Exhausted Fixer" on the floor under the print table.

## BEFORE YOU LEAVE

- Always leave your enlarger station or work space in the condition you found it (or better!) Lenses, film carriers, and timers should remain with their designated enlargers. Grain focusers, easels, and filters should be returned to their respective storage areas.
- Thoroughly wash all film tanks and leave all components unassembled and inverted, in the drying rack in the film room.
- Thoroughly wash any and all print developing trays, tongs, beakers, and any other lab equipment and leave to dry in the sink.
- Place any completely dry equipment under the sink in the proper storage area
- Review the cleaning list by the door and choose at least one item off the list to complete. Leave your initials and the date next to each completed item.
- Cleaning supplies are located in the restroom behind the door.

## IMPORTANT STUFF YOU SHOULD KNOW

- For fire, police or medical emergencies, CALL 911.
- Building address is 1143 Gallatin Road, Nashville, TN 37206
- First aid kit and eye wash bottle are located in the restroom
- For building issues of a time sensitive nature (like plumbing leaks, broken windows, or trouble with locking the doors) call (615) 988-0444. If you do not get an answer, be sure to leave a message describing the problem. If at all possible, please do not leave the building if there are leaks or if the building is not secure.

## HAVE A PROBLEM? LET US KNOW!

Email [nashvillecommunitydarkroom@gmail.com](mailto:nashvillecommunitydarkroom@gmail.com) or call 615-988-0444 if you need help in the darkroom...

- If a piece of equipment isn't working properly, please do not try fix it yourself - let us help! Leave a note on the equipment describing the problem, and include your name and phone number or email address. Then send us an email to give us a heads up.
- If we are running low on a certain chemical, send us an email and we will mix more stock solution.
- Please be mindful that this is a shared space. If you think you may have contaminated a working solution, or if you may have damaged a piece of equipment, don't leave it for someone else to discover, just let us know with a call or an email. We understand that accidents happen.