

Club Reservation Policy and Club Reservation Procedures.

The purpose of this document is to describe the Club Utilization Policy and the procedures that are used to reserve the Club.

Club Reservation Policy

The Toronto Camera Club owns its own building and Members are allowed to use the Club building – in whole, or in part – for various purposes. Common uses would include the Powell Gallery for gallery shows or for meetings. The main floor can be used for studio shoots – for example, portrait or product shoots. The main floor, which includes a small kitchen, can also be used for socials. The Basement Gallery is sometimes used for print judging, and meetings.

Personal financial gain is not to be confused with the ability to use the Club for the financial gain of the Club itself. For example, prints may be sold for the financial benefit of the Club, but not for the benefit of individual members. Similarly, fees may be charged for photoshoots where the fees go to the Club, but not to individual members.

The building is sometimes rented to outside groups or organizations. Members may also apply to rent the club for personal purposes – for example – to host a party or organizational activity, but again not in circumstances where members receive financial benefit.

Please note that all Club reservations are on a first-come-first-serve basis, and that Members have priority over non-Members and outside organizations, when reasonably possible. If a reservation conflict occurs, the Member wanting the date/time of the existing reservation should try and negotiate an alternate date/time. If a reservation conflict cannot be resolved, the Building Committee can be asked to intervene.

Club Reservation Procedures

There are several procedures that are used to reserve the Club. The purpose of this section is to describe those procedures.

There are five types of reservations procedures, and each is described below:

1. Studio Lighting Shoot Reservations
2. Powell Gallery Reservations
3. Darkroom Reservations
4. Basement Gallery Reservations
5. Other Reservations

1. Studio Lighting Shoot Reservations:

The Toronto Camera club owns a complete set of studio lighting equipment. This equipment and studio space are available for Club Members to use. For a full list of available equipment and the related studio fee, click [here](#).

If you want to reserve the Club for a studio shoot,

1. First check the website calendar to see if the date(s) you want are available.
2. Once you identified suitable dates, email StudioLights@TorontoCameraClub.com with your proposed date(s).
3. If the club is available, the Studio Lights Chair will:
 - a. Make sure you are qualified. For example, you must have taken the Studio Lighting Workshop, before you are authorized – unless you can demonstrate to the Studio Lights Chair that you are experienced/qualified.
 - b. The Studio Lights Chair will advise you of the fee and how to pay it, using the Club's Member-only e-commerce platform, found [here](#). You must be logged into the website to access the Member-only e-commerce platform.
 - c. The Studio Light Chair will add your reservation to the website calendar.

If you have questions regarding the above, email StudioLights@TorontoCameraClub.com.

2. Powell Gallery Reservations:

The Powell Gallery can be reserved for several purposes. For example, it's often used for Member Exhibitions. In addition, the gallery can be used for meetings. Note that the Powell Gallery cannot be used by Members for their own financial benefit.

To view the Powell Gallery schedule, navigate to the Powell Gallery webpage, [here](#), and review the website calendar, [here](#).

If you want to reserve the Powell Gallery, you need to:

1. Check with the Powell Gallery Curator, to ensure that this is an allowed activity. To do so, send an email to PowellGallery@TorontoCameraClub.com and include:
 - a. The purpose and description of the event.
 - b. The dates and times for the reservation.
 - c. A contact email address for the event.
2. Once the above information is provided and the event is authorized, then the Powell Gallery Curator will send an email to ClubReservations@TorontoCameraClub.com.
3. Please note that the Powell Gallery will not be reserved unless the reservation comes from the Powell Gallery Curator.

If you have questions regarding the above, email PowellGallery@TorontoCameraClub.com.

3. Club Darkroom Reservations:

The Club has a fully functional darkroom that can be used by Members. For requirement details, and if you are logged into the website, see the separate Darkroom Policy, found [here](#).

If you want to reserve the Darkroom, you need to:

1. First check the website calendar to see if the date(s) you want are available.
2. Once a date/time has been selected, the organizing Member must contact the Darkroom Chair (DarkroomChair@TorontoCameraClub.com) as it's the Darkroom Chair who makes the darkroom reservation and ensures that the Member meets the requirements.
3. If the Club is available, the Darkroom Chair will:
 - a. Make sure you are qualified. For example, you must have taken the Darkroom Workshop, before you are authorized – unless you can demonstrate to the Darkroom Chair that you are experienced/qualified.
 - b. The Darkroom Chair will advise you of any related fees and ask you to pay online, using the Club's Member-only e-commerce platform, found [here](#). You must be logged into the website to access the Member-only e-commerce platform.
 - c. The Darkroom Chair will ensure that the Member has physical access to the Club and equipment – for example, has access to Club keys.
 - d. The Darkroom Chair will email WebsiteCalendar@TorontoCameraClub.com with the reservations detail.
 - e. **Please note that the Darkroom will not be reserved unless the reservation comes from the Darkroom Chair.**

If you have questions regarding the above, email DarkroomChair@TorontoCameraClub.com.

4. Basement Gallery Reservations:

The Basement Gallery is – at the time of this writing – being established. Therefore, the space here will be expanded when further details are known.

5. Other Reservations:

The Toronto Camera Club – outside of the above-mentioned areas – has a large auditorium, and small kitchen, which can accommodate a variety of activities. Members can book the auditorium and kitchen, at no cost, for Club-related purposes.

Note that the Club is sometimes rented for non-Club functions, such as company meetings or social activities.

If you want to reserve the Club for other activities, you need to:

1. Check with the Building Committee, to ensure that this is an allowed activity and if there are associated fees. To do so, email ClubBuilding@TorontoCameraClub.com and include:
 - a. The purpose and description of the event.
 - b. The dates and times for the reservation.
 - c. A contact email address for the event.
2. Once the above information is provided and the event is authorized, then the Building Chair will send an email to ClubReservations@TorontoCameraClub.com. The Member managing Club Reservations will add the reservation to the website calendar.
3. Please note that no Club reservations (outside of Studio Light Reservations and the Powell Gallery) will be put in the website calendar unless the request comes from the Building Committee.

If you have any questions regarding the above, email ClubBuilding@TorontoCameraClub.com.

Summary:

As a Member of the Toronto Camera Club, you can reserve part of the building, or the whole building for various activities. This document has outlined the Club Utilization Policy and highlighted the fact that the Club cannot be used by Members for their personal financial gain.

This document also outlined five procedures that are used to reserve the Club, depending on the reservation-related activity.

Please note that no Club reservations may be made nor put in the website calendar unless the procedures as described in this document are followed.

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