



Print Studio Session Booking Times Information.

New session times and studio fees will start from **Tue 3 August 2021**.

Registered Studio Users will be able to start booking these sessions three weeks in advance (**from Mon 12 July 2021**) by either emailing printstudio@dca.org.uk (preferable), phoning 01382 432475 or in person when in the Print Studio.

The screen exposure service will continue until further notice. Users can contact the studio team for more information regarding this matter.

Please note that the studio will **NOT** close for lunch on weekdays. However, a one hour studio closure for lunch will remain on Saturdays between **14:00 - 15:00**.

As we have moved permanently to a session based access system, it is important that studio users have cleared their workspace by the end time of their final booked session. This ensures the space is ready to be used for the next studio user at the beginning of the following session.

Users should allow up to **30 minutes** for clearing away inks and equipment near the end of their final session. **Session Two** users on Fridays and Saturdays must start to clear their work space from **17:30**

The table below shows session times to access all areas of the DCA Print Studio (except the Risograph equipment).
 Daily session fees are charged as: £3 - 1 session / £5.50 - 2 sessions / £8 - 3 sessions.
 Users can book a full day of back to back sessions. Sessions can be booked three weeks in advance.
 The Print Studio closes for lunch on Saturdays (14:00 - 15:00) and users must leave the space during this time.

Tuesday - Wednesday - Thursday	Session One - Morning	Session Two - Afternoon	Session Three - Evening
Session Times	11:00 - 14:15	14:15 - 17:30	17:30 - 20:45

Please note: End of session times listed above denote when studio users must ensure they have cleared their work area.

Friday	Session One - Morning	Session Two - Afternoon
Session Times	11:00 - 14:15	14:15 - 17:30

Please note: Session One end time denotes when users must ensure they have cleared their work area.
 Session Two end time denotes when users should stop printing and start to clear their work area.

Saturday	Session One - Morning	Studio Closed 14:00 - 15:00	Session Two - Afternoon
Session Times	11:00 - 14:00	Studio Closed 14:00 - 15:00	15:00 - 17:30

Please note: Session One end time denotes when users must ensure they have cleared their work area.
 Session Two end time denotes when users should stop printing and start to clear their work area.

The table below shows session times (1.5 hours) to access the Risograph Equipment

Tuesday - Wednesday - Thursday	11:00-12:30 • 12:30-14:00 • 14:00-15:30 • 15:30-17:00 • 17:30-19:00 • 19:00-20:30
Friday	11:00-12:30 • 12:30-14:00 • 14:00-15:30 • 15:30-17:00
Saturday	11:00-12:30 • 12:30-14:00 • 15:30-17:00