

Photo Studio Booking Procedure

Art Gallery of Burlington



Effective Date: May 2026

Purpose

This procedure outlines the approved process for Studio Access Members booking the AGB Photo Studio. The purpose of this procedure is to support fair and equitable access to shared studio space while maintaining operational oversight, scheduling consistency, and alignment with AGB's public mandate.

General Booking Requirements

- Photo Studio bookings are available to eligible Studio Access Members in good standing.
- Access is subject to studio availability, operational requirements, and scheduled AGB programming.
- The Photo Studio is a shared community resource and is not available for exclusive ongoing use.
- Reservations are limited to the Photo Studio only; alternative AGB studio spaces cannot be substituted when the Photo Studio is unavailable.

Approved Use

The Photo Studio may be reserved for:

- Artistic photography production;
- Artwork documentation; and
- Creative development requiring a controlled studio environment.

The Photo Studio may not be reserved for:

- Teaching activities;
- Independent program delivery; or
- Commercial operations.

Booking Process

a. Submit a Booking Request

Studio Access Members must submit booking requests in writing to:

membership@agb.life

b. Reservation Review and Confirmation

AGB staff will review availability, membership eligibility, and operational scheduling considerations.

Approved bookings will receive confirmation by email.

c. Studio Access

- Members must check in through the Brock Lobby at the start of their reservation.
- The Photo Studio key must be signed out from Guest Experience staff.
- The key must be returned promptly at the end of the reservation period.
- Members are responsible for setup, cleanup, and returning the studio to its original condition.

Reservation Guidelines

- Reservations must be booked for a minimum of three (3) hours.
- Reservations may extend up to available AGB operating hours for the booking date.
- Studio Access Members may hold a maximum of two active reservations at any given time.
- Additional reservations may only be requested after one existing reservation has concluded.
- Members may privately coordinate collaborative photo shoots with other Studio Access Members; however, only one member may hold the official reservation.

Cancellations

Requests to cancel or reschedule reservations should be submitted in writing to:
membership@agb.life

Whenever possible, members should provide at least five (5) business days' notice.

For same-day cancellations or emergencies, members should notify AGB staff as soon as possible.

Compliance

Failure to follow this procedure may result in written warnings, suspension of booking privileges, or revocation of Photo Studio access.