

## **PSNWA Extended Facility Membership welcome**

The Photographic Society of Northwest Arkansas welcomes you as an extended PSNWA facility member and will do everything we can to help you reach your photography goals.

### **Extended PSNWA membership dues**

PSNWA members wishing to participate in an extended membership will pay an equipment and a monthly membership fee. Extended Memberships are an agreement between the Photographic Society of Northwest Arkansas and its member for no less than a 12 month period. PSNWA reserves the right to cancel the membership agreement at anytime due to changes in the rental status of the PSNWA Facility, or as a judicial action by the PSNWA Board of Directors.

- 1) PSNWA shall charge a \$100 equipment fee for the use of equipment prior to the first months membership payment per year.
- 2) PSNWA extended membership dues shall be \$100 per month for a minimum of 12 months. PSNWA Board of Directors may change the dues at anytime, at which time current extended members will be provided the opportunity to cancel their extended membership or continue with a new membership agreement.
- 3) Dues are non-refundable for any reason. PSNWA Board of Directors may consider the refund of a portion of the current months dues in the case of membership termination.
- 4) Failure to pay dues prior to the 2<sup>nd</sup> of each month will result in the freezing of membership rights.

### **Membership policies & facility rules**

PSNWA designed the Membership Policies ("Policies") and the facility rules ("Rules") to insure a fair and enjoyable environment in which to practice your photography. So, please be thoughtful and observe the Policies and Rules as you, and all members, agreed to follow. PSNWA may, in its sole discretion by direction of the Board of Directors, modify the Policies and Rules without notice at any time. Notification of any changes will be posted via the Facility Email Group. It's your responsibility to maintain an active membership in the Facility Email Group and follow the most current Policies and Rules.

The following policies replace all previous Policies. If there is any conflict between these Policies and the Rules, these Policies apply. However, if there are Rules with a later date than these Policies, the Rules apply. All approved signs posted in the facility or on the premises shall be considered a part of the rules and regulations of the PSNWA Facility.

### **PSNWA equal opportunity policy statement**

PSNWA seeks, enrolls, and maintains memberships without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, sexual orientation or age. It is further society policy that no circumstance or conduct undertaken by society personnel shall have the effect of discrimination on the basis of any of the aforementioned classifications. Any member who believes that he/she is/has been treated unfairly on any of the aforementioned matters should first report to the PSNWA Board of Directors by emailing [photosociety@psnwa.org](mailto:photosociety@psnwa.org).

### **Membership id cards**

PSNWA issues a membership ID card to all PSNWA members for identification purposes. Memberships less than 31 days are not issued a card. You may not let anyone else use it. You will need to carry your PSNWA ID with you at all times while at the PSNWA facility for proof of membership by landlord, or emergency personnel.

### **Room reservation**

You must reserve your room via the facility calendar. It's your responsibility to maintain membership in the facility calendar, and to properly maintain your reservations in accordance with the current facility rules. Members may reserve time in one of four areas associated with the PSNWA facility. Studio A, Studio B, Board Room, and Common Lobby. Please note that the common lobby is not a part of the PSNWA rental and is shared with the other tenants in the building. As such, reserving time in the lobby does not ensure sole use of the lobby.

**Rules of reservation:** *(The following rules apply to all PSNWA extended memberships.)*

- 1) Always remember that as an extended member your access is a privilege shared by other extended members. Always be considerate in your actions when booking time in any of the PSNWA Facility rooms.
  - a. Extended membership by a simple majority vote may request the board of directors to investigate any action deemed not in the best interest of the Facility and it's members. The PSNWA Board of Directors has the right to warn or freeze the membership of anyone found to have acted maliciously against the common goal of the facility or it's members, or enact a financial penalty to replace any property maliciously damaged.
- 2) Only reserve rooms when you have a reason to use the rooms. Under no circumstance block reservations just to reserve the room for possible use. (Example: Booking every Tuesday evening from 5:00 pm to 9:00 pm without a specific reason to be in the studio.)
- 3) Each PSNWA extended membership has five hours that can be pre-reserved between Studio A and Studio B during "Prime Times" Prime Times consist of Monday thru Friday 5:00pm to 9:00pm, and Saturday/Sunday 9:00am to 9:00pm.
- 4) Additional unused time in the studios can be reserved starting at 12:00am on Monday on a first come basis, and not to extend past the current week ending at 12:00pm on Sunday.
- 5) Extended members can book non-Prime Time as needed on a first come basis.
- 6) PSNWA Extended members must enter and leave both studios via the board room. Please give easy access to the rooms, and be considerate of anyone in the board room if using either studio.
- 7) Studio A has access to the makeup/dressing room. Booking Studio B does not provide access to the makeup/dressing room.
- 8) The facility member reserving the room has the right to the room. Prior sessions not finished preceding another persons reserved time will need to be completed and out of the studio by the time reserved by the next member.

## Facility access and rules

Each PSNWA extended member in good standing can reserve rooms 24/7. Access is available via a common keyed lobby, electronic lock, and alarm system. Extended members will be provided access to each level of security as long as their membership is in good standing. Both the electronic lock and alarm system will be assigned on an individual bases.

- 1) Members will keep with them a current PSNWA membership card while on the PSNWA premises.
- 2) Each member is responsible of securing all locks and alarm system upon leaving the facility.
- 3) Each member is responsible for cleaning and returning anything moved during their reserved times, so that the facility remains acceptable to the following user.
- 4) Each member is responsible for turning off lights and unplugging any electrical device used during their time in the facility (ie. fans or curling irons)

## Membership freeze policy

PSNWA may place a freeze on membership access to the studio if:

**Rent:** rent is not paid on or before the 2<sup>nd</sup> of each month.

**Penalty:** PSNWA board of directors at the request of the extended facility membership has found a member deserving of a penalty consisting of a period of time during which that member will not have access to the facility.

**Removal:** The PSNWA board of directors has found adequate reason to temporarily or permanently freeze access for a member to the facility.

**Temporary Maintenance:** The PSNWA board at request of the PSNWA Chairman for Facility Management may implement a temporary freeze of all membership access for facility maintenance, or remodeling.

**Dues During Freeze:** If the PSNWA Board approves a membership freeze for longer than 5 days no Dues will be collected with respect to such time and your right to use the facility is also frozen or suspended and PSNWA can deny you access during such freeze. In the event your membership is permanently frozen, the term of the remaining prepaid membership shall be returned minus any financial penalty for property damage accessed by the Board of Directors.

**Notice:** You must provide at least thirty (30) days notice for a voluntary freeze of membership request and allow one week to process your request. If your request does not conform to the Membership Freeze Policy, you will be notified that your request has been denied and your membership shall remain active and legally bound by the membership agreement.

## Guest privileges

PSNWA encourages you to bring guests for use in your photographic endeavors. A guest must be at least 18 or accompanied by a legal guardian or representative of the guardian. Guests are your responsibility and any malicious acts by guests are also the members responsibility. You must inform guests about these Policies. PSNWA will not cover any injury incurred by your guests outside normal facility use.

## Use of the facilities

Availability of Facilities: Any or all of the Facilities or services, including but not limited to, Studio A, Studio B, Board Room, or Lobby may have limited hours or may be discontinued altogether at any time. PSNWA reserves the right if necessary to charge the membership fee for access to the facility.

**Conflicts Regarding Use:** No one member should monopolize the equipment. If there is a conflict over use, let the PSNWA Board of Directors resolve it.

**PSNWA Meetings, Events and Classes:** PSNWA may schedule classes, events, or various meetings in one or more rooms as deemed necessary by the Board of Directors. Though the board will try to schedule these events in advance to provide adequate time for extended members to schedule around these reservations, the Board of Directors does have the right to move reservations as necessary for official PSNWA business.

**Lobby:** The PSNWA Chairman for competitions and exhibits will be in charge of changing the images that hang in the lobby of the PSNWA facility. PSNWA is not responsible of any articles stolen or lost in the common lobby. The common lobby is used by all renters of 101 Emma, and respect of their use is required.

**No Solicitation:** PSNWA facilities are provided for the private use of club members only and are not open to the public. Any uninvited solicitation within the facility is absolutely forbidden. This includes, but is not limited to, use of petitions, distributing or posting leaflets, notices or advertising anywhere in a club facility, or leaving multiple copies of leaflets or other papers in any clubs areas.

## Personal Property

PSNWA is not responsible for any theft of, or damage to your property. Members may petition the PSNWA Board to file an insurance claim or replace property damaged while in use at the PSNWA facility. It at the discretion of the Board if any action or compensation will be pursued.

## Prohibited items and activity

**No Drugs, or Smoking:** You cannot use the Facilities or engage in any activity while under the influence of drugs. Also, PSNWA does not permit smoking, or illegal drugs in its Facility.

**No Weapons:** No weapons of any kind are permitted in the PSNWA facility.

**Food & Beverages:** PSNWA reserves the right to limit the consumption of food or beverages in studio areas.

**Outside Equipment:** The PSNWA Board or Facility Chairman reserves the right, in its sole discretion, to limit or restrict the use of outside equipment in the facility. All non-PSNWA equipment must be approved by the Facility Chairman, and have a permanent logo or name affixed to the equipment denoting member ownership. Any equipment left at the facility without an owners mark will be deemed property of PSNWA.

## Conduct

While in the facilities, PSNWA does not permit and will not tolerate any inappropriate conduct. Such conduct includes, without limitation, using loud, abusive, offensive, insulting, demeaning language, profanity, lewd conduct or any conduct that harasses or is bothersome to PSNWA members or guests.

## Violation of rules

If any member or guest violates any of the Policies or Rules, PSNWA Board of Directors may reprimand, set a financial penalty for damage or freeze/terminate the violator's extended membership and/or regular membership according to the terms of their Membership Agreement and the judgment of the Board of Directors.

## Signature

I have read the above membership agreement and with approval of the PSNWA Board of Directors wish to participate in the PSNWA Extended Membership Program.

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PSNWA Member Name

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Date

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PSNWA Facility Chairman

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Date