

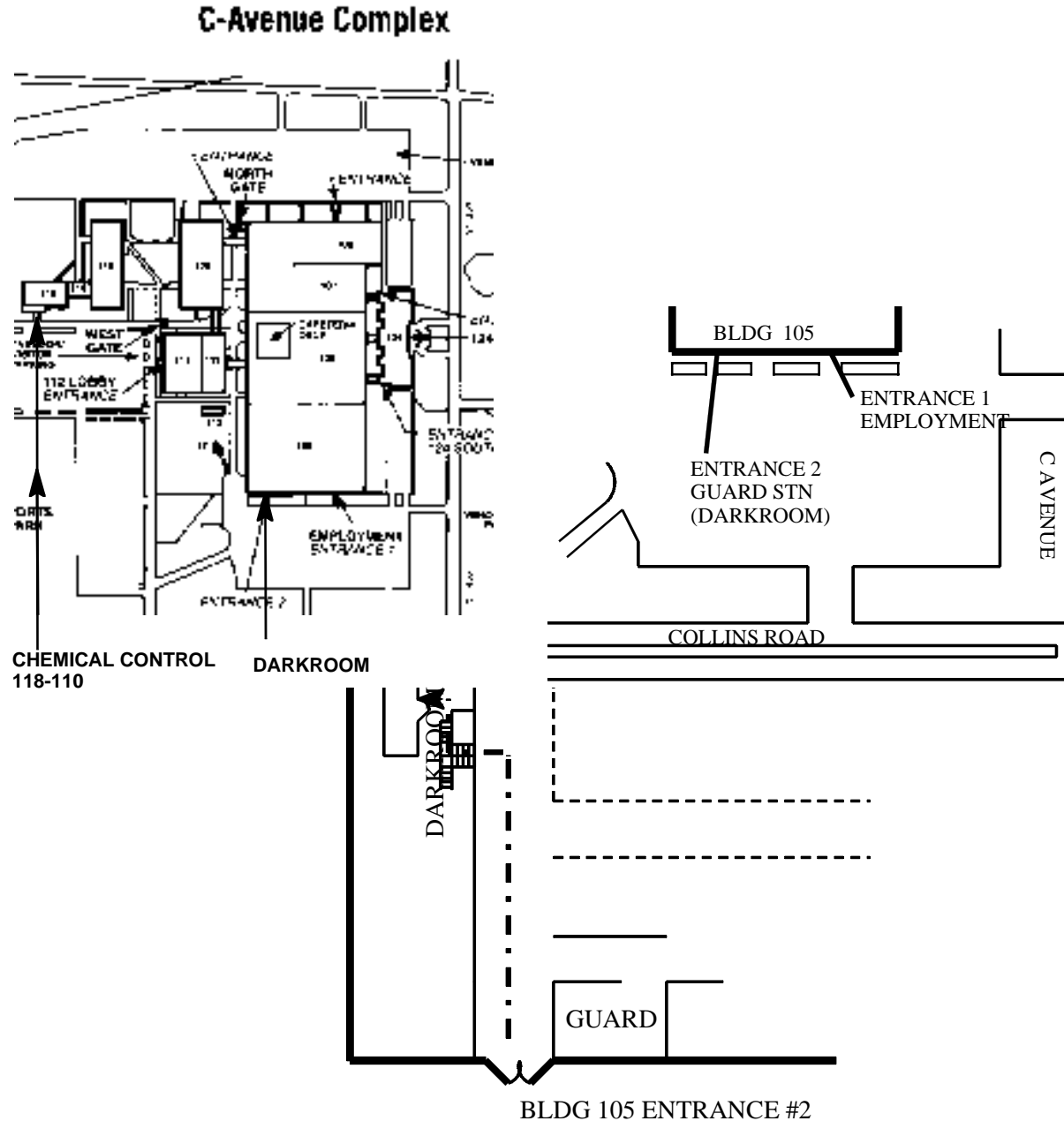
# Darkroom and Equipment Storage Access

## Who Can Use the Darkroom?

Only members in good standing may use the darkroom and check out equipment. To access the darkroom follow the process described in the check in procedure section.

## Darkroom Location

The darkroom is located in building 105. Use entrance number 2. Going north from that entrance go past the 105 dock entrance and the fabrication offices. To your left will be two sets of staircases. The darkroom and equipment storage cabinet is located at the top of the right staircase. Restrooms are available for use at the top of the left staircase.



## Check In To Use the Darkroom or get Equipment from Cabinet

### 1) General Information

- a) The following procedure should be used to access the darkroom or the equipment storage cabinet.
- b) Go to the southwest entrance of building 105, number 2 entrance. This is a 24-hour entrance guard desk and always has a guard present.
- c) Tell the guard you need the key to the Photo Club darkroom. You will need to show your Collins Photo Club ID and your Rockwell Collins badge to the guard. If you do not have a Rockwell Collins badge, you will have to follow either the spouse or retiree access procedure below.
- d) After the guard checks your name against the club membership list he will have you sign into the darkroom logbook. Complete all sections of the sign in sheet.
- e) Once you have signed in you will receive the keys to the darkroom and equipment cabinet.
- f) When finished, make sure the darkroom is clean and all the equipment is properly put away and the darkroom and cabinet doors are locked.
- g) Go back to the guard station and return the keys.
- h) The guard will have you sign out of the darkroom logbook.

### 2) Current Employees Information

- a) No additional steps need to be taken beyond what is in the general section.

### 3) Current Employees Spouse Information

- a) For a spouse to access the darkroom or equipment cabinet a visitors badge must be obtained.
- b) The Rockwell Collins employee of the spouse will contact employee services at 295-5995 to request a visitors badge for the spouse at least 2 days before the day you wish to use the darkroom. Information needed for the badge includes visitor's name, escorting employee's name and the date the badge is being requested for.
- c) The requested badge will be left at the building 105, number 2 entrance.
- d) Access is provided to the club darkroom through building 105 entrance number 2 ONLY for activities of the Collins Photo Club. The issued badge can not be used to access other areas of the complex.
- e) Follow the steps from the General Information section to sign in.
- f) The Rockwell Collins employee must accompany the spouse at all times.
- g) All other company rules regarding visitor's badges must also be followed.
- h) When done follow the steps from the General Information section to sign out.

#### 4) Retiree Information

- a) For a retiree to access the darkroom or equipment cabinet a temporary contractor badge must be obtained at the building 105 number 2 entrance.
- b) To be eligible to use a temporary contractors badge, the Retiree Access form must be completed by the retiree, approved and on file at the 105-2 Entrance prior to gaining access. The form is available from the Club Treasurer. The Club Treasurer will also retain a copy of the completed form.
- c) All conditions on the Retiree Access form must be followed and met.
- d) Access is provided to the club darkroom through building 105 entrance number 2 ONLY for activities of the Collins Photo Club. The issued badge can not be used to access other areas of the complex.
- e) Photo identification is required and the Security guard will check the list of current members prior to granting access.
- f) Follow the steps from the General Information section to sign in.
- g) Rockwell Collins Security may revoke access at any time.
- h) When done follow the steps from the General Information section to sign out.

#### Darkroom Use Limitations

The following are the limitations that apply to members using the darkroom.

- Reservations ARE NOT TAKEN IN ADVANCE - FIRST COME, FIRST SERVED.
- Darkroom can only be used for one three hour block at a time unless there is no one else wishing to use the darkroom then the period of use is unlimited.
- Members must clean up the darkroom after every use. Members failing to do this will be referred to the Executive board for action.
- The maximum number of people that may be in the darkroom at one time is 9 due to fire / safety regulations.