



## **Film/Video Department**

### Access Policy

Academic Year 2016-2017

1. Only students currently enrolled in a Film/Video course or in the Film/Video program have access to the Film/Video Lab and equipment. PROARTS Students who cross register can not sign-out Film/Video Lab equipment for overnight use.
2. All Film/Video equipment users are financially liable for loss, damage and theft when using Film/Video Lab equipment and facilities. This includes all accessories, cases, labels, etc.
3. Access to the Film/Video Labs will occur only during posted hours. Students cannot work in labs when there is no monitor present unless otherwise noted. Film area rooms have access through keys, which are signed out during equipment hours.
4. Equipment sign-out will be done by film cage work-study students, graduate assistants or Studio Manager(s) only.
5. Equipment must be picked up and returned during posted equipment cage access hours only. Reservations will be available at [webcheckout.massart.edu](http://webcheckout.massart.edu) - The Film/Video Lab does NOT accept equipment reservations/renewals by email or phone/voice-mail.
6. Reservations may be made up to two weeks in advance (see 5). Reserved equipment and studio/editing time will be held only for 30 minutes (or cage closing for equipment), after which it will be forfeited. Please note: you must pick-up and return the equipment in "person"
7. Students must present a valid MASS ART ID to access all Film/Video Lab equipment. NO EQUIPMENT WILL BE CHECKED-OUT WITHOUT A CURRENT VALID MCA ID.
8. Any equipment you have checked out is not considered returned until checked in by cage staff. All incoming equipment must be in good working order and be subject to a demonstration to the Studio Manager or cage staff upon return. Please note: You are still responsible for all damages until the equipment is fully checked and in working order by a studio manager. Please take your receipt as it is YOUR proof that equipment was indeed dropped off.

9. Inexcusable lateness in returning equipment will result in LOSS OF SIGN-OUT privileges. See \* Late Policy \* notice for details.
10. DO NOT ATTEMPT TO REPAIR ANY EQUIPMENT! Return it immediately to the lab and notify studio manager. Any faults with racks, projector etc., should be reported in person or email.
11. NO CABLES ARE TO BE RE-CONFIGURED! Patching or Switches must be restored to normal settings when you are finished. DO NOT tamper with menu settings or other internal adjustments other than what is clearly posted. If you are found behind any of the equipment racks in any of the studios you will lose access for the remainder of the semester.
12. NO FOOD or DRINK in the any of the Film/Video Labs/Studios.
13. Flammable and toxic materials are prohibited in the Film/Video Labs/Studios.
14. Users of the Film/Video Labs/Studios/Rooms are responsible for leaving a clean studio after each use. Installation students must remove materials and vacate studio by posted date. (Grades and/or transcripts will be held and possible deletion of registration will occur, if studio is not vacated or cleaned). If you enter a studio that is not clean, please notify staff immediately.
15. The Film/Video Labs are not responsible in any way for articles, films or tapes left behind.
16. Scheduled Film/Video classes have priority over other uses of the Film/Video Labs.
17. Sharing of equipment/keys or checking out equipment for someone else is PROHIBITED; violation will result in LOSS OF ACCESS. You MUST notify cage staff of any group projects, etc.
18. Equipment can NEVER be left unattended.
19. Studios must never be left open while unattended or unlocked, even for 5 seconds.
20. Equipment cannot be taken out of a studio that it resides in. (e.g. NO lighting/grip equipment in lighting studio may leave lighting studio at ANY time).
21. KEY/STUDIO checkout policy: You are responsible for all equipment in studios. If you lose a key checked out to you, along with financial liability, you will lose access to that studio for the semester.
22. Large Equipment Items (SR11, >300W Lights, etc) and multiple items (>4) will REQUIRE a reservation for pickup. BOLEXES (usually with lenses, etc) are LEIs. LEIs are posted at cage.

23. Allow adequate time to pick up and return equipment. Do not expect to drop your equipment off 10 minutes before class and get to class on time.
24. Your equipment is late (and strikeable) if returned incomplete (e.g. without any accessory).
25. Fees will be assessed (above item cost) for cable replacement, studio/bin cleanout, etc.

### **Equipment Late Policy**

- 1X= loss of checkout privileges for one calendar week (7 days)
- 2X= loss of checkout privileges for the remainder of the semester
- 3X= Severe lateness (24 hours or more) will result in a late fee of \$100 for equipment items and \$25 for accessories

(There are no exceptions to this policy. Returning equipment late is inexcusable considering others are counting on it for their projects. If you lose access to equipment you may not be able to complete your course work. DO NOT BE LATE!)

Your Access to the Film/Video Area could permanently be revoked if you are found in violation of ANY rule on this policy.