

## FIELD PRODUCTION EQUIPMENT CHECKOUT POLICY

This equipment policy has been developed through over twenty-five years of experience. Its purpose is to make our Department's production equipment available to the greatest numbers of qualified students and to help protect this very expensive and delicate equipment from abuse.

### I. QUALIFICATIONS FOR EQUIPMENT ACCESS:

1. Students requesting field production equipment must be currently enrolled in a scheduled production course in the Department of Drama and Communications or be a currently enrolled MFA student in film or video production.
2. It is the policy of the film program that students may not check out equipment on behalf of other students. That is, the student who is the director/producer of the film is required to check out--and therefore to be qualified on--all equipment for his/her production, regardless of who will be using it. [Note: Exceptions to this rule may be made for certain, highly specialized equipment, such as the Steadicam or the grip truck.]
3. Requests for the Department's equipment must be directly related to course work or MFA thesis productions. Personal or commercial projects are not permitted unless approved by the Production Resources Committee. Individuals who engage in personal or commercial work using the Department's equipment without the permission of the Production Resources Committee will be denied further access to that equipment, regardless of whether future requests are class-related.
4. At the beginning of each semester, teachers-of-record will provide the Checkout Room Managers with a copy of the class roster for each course that will require access to production equipment, along with a list of the equipment required for completion of class assignments. However, registration for a particular class does not, in itself, constitute access rights (see "4" below). Checkout Room Managers are not authorized to check out equipment to any student whose name is not provided by their instructor.
5. Access to all production equipment requires evidence of qualification in the use of the pertinent equipment before it can be reserved.
  - A. Qualification is achieved by passing a "Qualifying Exam" conducted by the appropriate Checkout Room Manager for that equipment. The Managers will schedule training sessions and "Qualifying Exam" sessions for this purpose. Students who fail to show up for a scheduled training session or qualifying exam will be reported to their instructor. Rescheduling of training or qualification sessions must be approved by the Production Resources Committee. A comprehensive list of students who are qualified on various pieces of equipment is maintained on the Checkout Room database.
  - B. Access to production equipment over holidays or for extended periods of time must be approved by the Production Resources Committee (see section VI below).

### II. RESERVES:

1. No equipment may be reserved prior to qualification (see section I above). Likewise, equipment may only be reserved and checked out by persons who are qualified to use it, regardless of who is actually going to operate it.
2. Equipment will be reserved on a first-come/first-served basis and, with the exception of Super-8mm equipment, must be reserved through the Equipment Room database program.
3. With the exception noted below, no equipment may be reserved more than two weeks in advance without the permission of the Production Resources Committee.

[Exception: Instructors in classes designed to teach the use of specific production equipment may pre-reserve pertinent equipment required for their classes for specified times throughout the semester by submitting a Course Equipment Form.]

### III. CHECKOUTS:

1. With the exception of super-8mm equipment, all field production equipment must be reserved and checked out through the Equipment Room database program. No "paper" checkouts or reserves are allowed.
2. Field production equipment is the sole responsibility of the student who checks out the equipment from the time the equipment is checked out until it is returned. This is true regardless of who actually operates the equipment.
3. Field production equipment is normally checked out according to the following schedule:  
Checked out on Friday--due back on Monday  
Checked out on Tuesday--due back on Thursday
4. Equipment, however, may be returned earlier than the scheduled checked out period.
5. No back-to-back reserves are permitted.
6. Field production equipment access for extended periods of time (beyond that described above) will require prior approval of the Production Resources Committee (see section VI below).
7. Reserved equipment should be picked up at least one-half hour before the Checkout Room closes.
8. No equipment may be checked out on the same day as the equipment qualification examinations.
9. Although every effort is made to assure that equipment is in good working order, it is ultimately the student's responsibility to assure that the equipment s/he is checking out is in good working order and that all requested equipment has been received. Any equipment returned with damaged or missing items will be charged to the most recent checkout. No further reserves or checkouts may be made by that student until the equipment is returned, replaced or the repair paid for; i.e. the student's account will be locked by the Checkout Room Manager (see IV Penalties below). Damage due to normal wear, which is reported to the Checkout Room Managers will not be charged to the student.
10. Only the Equipment Room Managers may pull equipment or replace equipment on the Checkout Room shelves.

### IV. PENALTIES:

Any of the following will result in the offending student's account being locked, and no further equipment may be checked out by that student without the permission of the Production Resources Committee:

- Loss or damage to equipment.
- Failure to return equipment when due.

## V. INDEPENDENT STUDIES/SPECIAL TOPICS/PRACTICUM COURSES:

1. DRCM 4530 (Advanced Media Project) is the preferable avenue for students who wish to produce media productions beyond the level of sequenced production classes, since the prerequisites for this class help to insure that the student is adequately prepared for “independent” work.
2. As with any other course, enrollment in independent study, special topics or practicum courses does not, in itself, qualify a student for access to production resources. Students enrolled in these courses must demonstrate proficiency via standard qualifying methods outlined in this policy before access to the equipment will be granted.
3. Faculty who agree to supervise independent study, special topics or practicum courses involving the use of production resources must present those independent study proposals to the Production Resources Committee and indicate the level of their involvement in the project. While the Production Resources Committee will make every reasonable effort to accommodate the production needs of independent study, special topics or practicum projects, no prior guarantee can be made regarding the length or timeliness of access to the requested production resources.
4. Access to production resources is based upon the following priorities:
  - (1) Departmentally sponsored productions
  - (2) Regularly-scheduled production classes specifically geared to training in the use of specific equipment.
  - (3) Regularly-scheduled production classes requiring the use of specific equipment to fulfill course assignments.
  - (4) Equipment required to produce MFA thesis projects.
  - (5) Equipment required to produce Student Film Group, independent study, special topics or practicum productions.

## VI. PETITIONS FOR EXCEPTIONS TO FIELD PRODUCTION EQUIPMENT CHECKOUT POLICY:

Petitions for exceptions to the standard guidelines for production equipment and requests for use of special equipment or facilities as delineated in the current Field Production Equipment Checkout Policy should follow the procedure outlined below:

- A. A petition form (available on line or from the Equipment Checkout Room) should be filled out and copies placed in the mailboxes of the faculty who comprise the Production Resources Committee. [Note: An email address on the form will expedite notification of the Production Resources Committee’s recommendation.]
- B. A recommendation from the Production Resources Committee will be forwarded to the requesting student usually within ten days of receipt (if email address is provided). Petitions for exceptions filed with less than ten days prior notice will normally not be considered.
- C. Petitions which involve equipment not directly related to media production (such as theatre spaces) will require the approval of the full Production Resources Committee and may require considerably more lead time.

**Note: An approved PRC petition does not, in itself, constitute a reserve. To reserve equipment, the signed PRC petition form must be presented to the Equipment Checkout Room manager who will then schedule the reservation. Equipment requests with PRC approval will be reserved on a first-come/first-served basis, regardless of when the PRC form was approved.**

**The Production Resources Committee is currently composed of Michelle Benoit, Steve Hank, David Jones, Hamp Overton, Robert Racine, and Ken Wyatt.**