

## **Department of Cinema and Media Arts (CMA) – Production Stream Equipment Room & Facilities Procedures**

### **1. Use of Equipment & Facilities**

CMA facilities and equipment are for the primary use of enrolled AMPD CMA Production students for course work and assignments.

- CMA is unable to provide equipment for non-curricular use or non-AMPD research related projects.
- Equipment is not available to rent. There are equipment rental houses in the GTA that provide this service.
- Rental of studio space is sometimes possible during certain periods of the year on a fee basis. Proof of insurance is required.

### **2. Student Access to Facilities and Equipment**

- a. Priority for equipment and facilities (spaces such as studios, edit suites, foley room, etc.) is for undergraduate and graduate student use during the academic year to complete assigned course work. Equipment and facilities are not available to students prior to the start/end of classes.
- b. Students may reserve designated course equipment for their curricular assignments from the Equipment Room (CFT 136) only after passing proficiency tests on proper usage.
- c. Equipment Room staff can refuse loans of equipment to students who demand items inappropriate or unnecessary to their curricular assignments or equipment not specified by the course instructor.
- d. Equipment room and Studio staff can provide basic demonstrations on the use of some equipment, time permitting and not exceeding 10 minutes; they are NOT instructors. For detailed instruction, students should address questions to their course instructor/supervisor.
- e. The onus is upon faculty to schedule and advise students to adhere to production/course work deadlines and safe handling procedures.
- f. Only CMA Graduate students may use equipment during spring/summer months for their thesis productions, with approval of their faculty supervisor.

All students are required to adhere to the York University Code of Student Rights & Responsibilities. <https://oscr.students.yorku.ca/csrr>

### 3. Manager, Facilities, Health and Safety, and Technical Services

The Manager, Facilities, Health and Safety, and Technical Services in consultation with the Department Chair, has discretionary authority for equipment loans and use of studio space including multi-media classrooms, edit suites, foley studio and other spaces attached to the Department of Cinema and Media Arts (CMA) for use and/or use by non-Production area AMPD members.

### 4. Loss, Damage, Theft and Repair

- a. Any lost, stolen or damaged items are the financial responsibility of the borrower up to \$1,000.00 value. Please refer to the most current York University insurance information here:  
<https://film411.ampd.yorku.ca/insurance/>
- b. In the case of stolen equipment, borrowers are required to report to the appropriate police jurisdiction within 24 hours of the theft, as well as to the Equipment Room. A copy of that report must be submitted to the Manager, Facilities, Health and Safety, and Technical Services Manager.
- c. If the item can be repaired in-house (at CMA) the cost of repair may be invoiced to the borrower.
- d. If the lost, stolen or damaged item is aged or out of date inventory, the need for replacement or repair may be waived at the discretion of the Equipment Room Staff.
- e. Students have a period of **14 days only** from notification of the lost or damaged item to replace or pay for the missing item before borrowing privileges are revoked. Privileges will be restored once the item is replaced or paid for.
- f. Refunds and exchanges are not available once an item has been replaced by the borrower or payment has been made for the lost item.
- g. It is preferred that the borrower replace a lost or damaged item (if the item cannot be repaired) with an exact replacement in full working order.
- h. If a student cannot replace a lost or irreparable item, an invoice for the replacement cost of the item including associated costs such as shipping

will appear on the student's financial record and must be paid through Student Financial Services. Money will not be accepted by the equipment room.

- i. Faculty members who borrow equipment for their own productions or for research must replace or pay for lost or damaged items.

## 5. Insurance

The Department of Cinema and Media Arts in collaboration with Risk Management Services (RMS) has created an online application for student productions to request insurance coverage through the York University insurance program.

All third and fourth year fiction students, as well as graduate students, who are creating productions must complete this application and receive approval from their Course Director and Risk Management in order to qualify for coverage under York University.

Students whose applications have been approved will be covered for the following while performing course-related activities:

- injury liabilities;
- losses and/or damages to rented equipment and locations;
- losses and/or damages to equipment borrowed from York University;
- losses and/or damages to the production product;
- claims alleging unauthorized use of titles, format, ideas, characters and plots (i.e. plagiarism); and
- alleged libel, slander, defamation of character or invasion of privacy.

York University insurance coverage does **not** provide protection to students for:

- intentional acts;
- losses and/or damages to their own equipment or home;
- Losses, and/or damages that that are not related to a course required production; and
- rental vehicle damages and/or liabilities.

### Deductible

A deductible is the amount of money a student will have to pay out of pocket before the University's insurance coverage will take effect. Damage to York

equipment, as well as leased and rented property will result in students having to pay the following:

- Injury liabilities – no deductible
- Property damage
- York equipment – \$1,000
- Leased and rented property – \$2,500

Up to date insurance information and risk management application can be found here:

<https://film411.ampd.yorku.ca/insurance/>

## 6. Equipment Reservations & Check-Out Check-Ins

- a. All equipment loans will be facilitated by a check of equipment with the borrower upon loan and again on return – no exceptions. This ensures against claims for both the borrower and CMA over missing or non-functioning or damaged equipment.
- b. The user assumes responsibility for the safe transport, use and storage of the equipment from the time it is checked out until it is checked back into the equipment room.
- c. If equipment is broken or found to be missing upon return, the borrower could be deemed responsible for repair or replacement. The borrower acknowledges that the equipment is on loan without warranty or guarantee of any kind expressed or implied and that the Department of Cinema and Media Studies assumes no responsibility, implied in fact or law, for the performance or non-performance of said equipment.
- d. Reservations for equipment may be made directly at the equipment room, CFT 136, or with approval, directly to the Equipment Allocation Coordinator during regular operating hours. Reservations must be made **three weekdays minimum** prior to the pick-up date, preferably earlier.
- e. No equipment check-outs are permitted without a booking, nor will on demand requests be accommodated.
- f. Students working on authorized group projects must delegate one team member to be in charge of reserving, picking up and returning equipment. Equipment will only be signed out to the team member whose name appears on the original reservation. With advance notice, a third party may be delegated to pickup or return equipment with the understanding that the borrower whose name appears on the booking is still responsible for

any missing items and/or damages to the equipment.

- g.** Late returns will not be tolerated as they impair use for upcoming reservations.

  - i. First-time offenders will receive a warning.
  - ii. Second time offenders risk temporary or permanent suspension of their borrowing privileges.
  - iii. The course instructor will be notified if borrowing privileges have been suspended due to repeated late returns. This will have an effect on final marks.
  - iv. To extend a current reservation, contact the equipment room during regular operating hours.
  
- h.** The equipment room reserves the right to set a deadline for the pick-up of equipment and to re-assign the equipment to other users if the original user fails to show up by the deadline. Equipment is forfeited upon failure to pick-up without notification and the event is recorded.
  
- i.** It is not recommended to transfer equipment from one user to another. If two or more authorized borrowers do wish to transfer equipment between each other, the equipment room must have the names and contact information of all the users. The original borrower who signs for the equipment is the one responsible for the original equipment borrowed, whether lost, stolen or damaged, despite any transfer.
  
- j.** Users who borrow equipment from the equipment room must notify the staff of any change in address, telephone number, e-mail address or student status.
  
- k.** A user who is unable to return equipment by the return date due to unforeseen circumstances, must notify the Equipment Room and make arrangements to have the equipment returned as soon as possible at their own expense.
  
- l.** Course instructors are to provide the Equipment Room with up-to-date class lists and notification of students who withdraw from production courses.

## **7. Out of Province/Country Use**

- a.** Course Directors must approve reservations for equipment that will be taken out of Province or country.

- b. For locations that the Government of Canada has issued travel advisories for, York University's insurance will deny coverage for any damages and or losses due to government or police action or any action related to civil unrest or war. <https://travel.gc.ca/travelling/advisories>
- c. Students may secure their own third party coverage at their own expense. Where loss or damage is due to excluded activities listed above, there is no recovery available. The student will most likely have to provide satisfactory proof that the loss was not the result of an excluded activity.
- d. Equipment loans will not be provided to those locations as identified by the Government of Canada without proof of a third party insurance. Students are also encouraged to rent equipment at their chosen destination.
- e. The Department of Cinema & Media Arts reserves the right to determine the amount of equipment and/or substitute the type of equipment that is checked out in these circumstances.
- f. Any student traveling to destinations for curricular based film shoots where travel advisories are in effect are to contact York International as well as their course director to advise of travel plans.  
<https://yorkinternational.yorku.ca/contact-us/>

## **8. Alumni Use**

Alumni may be offered production support at the discretion of the Department Chair and Manager, Facilities, Health and Safety, and Technical Services and subject to resource availability. This support will be limited to unfunded or micro-budget independent production where the alumnus is the principal filmmaker. A Memorandum of Understanding (MOU) will be approved by the Dean and appropriate insurance arranged by the borrower.

## **9. Instructor Use**

Typical uses include:

- a. Instructional workshops. Instructors need to provide workshop dates and equipment schedule with a minimum 3 days notice to the Equipment Room. Workshop dates should be provided as soon as possible at the start of term.
- b. Familiarization of equipment to provide student instruction.
- c. Subject to availability:

- i. Faculty member research. MOU required as per item 8.
- ii. For independent, **not for profit** productions. MOU required as per item 8.

**Note:** *Also see Procedures on Use of AMPD Space, Equipment, and Other Resources for Research and Research Creation Purposes*

- d. At the discretion of the Chair or Manager, Facilities, Health and Safety, and Technical Services.

#### **10. Facilities Usage – Classrooms, Foley Studio, Soundstage, Edit Suites, etc.**

- a. Consumption of food and beverage including alcohol is not permitted in any of the classrooms and studio spaces. Students are encouraged to take hourly breaks from post production activities.
- b. The Post Production Coordinator is responsible for the booking of edit facilities, sound recording studios and studio space. The Post Production Coordinator is NOT an instructor. If students have any questions around the use of software and sound recording studio equipment they must speak with their course instructor.
- c. Security of post production facilities is every user's responsibility. CMA accepts no responsibility for loss of or damage to personal property while using facilities.
- d. Use of edit systems is monitored at all times. Any user found to be using edit systems for illegal activities will be reported and may have their editing privileges revoked.