**Department of Cinema and Media Arts (CMA) – Production Stream**

**Equipment Room/Facilities Regulations and Protocols**

**1. Manager, Facilities, Health and Safety, and Technical Services**

The Manager, Facilities, Health and Safety, and Technical Services has discretionary authority for loan of equipment 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).

**2. CMA is Not a Rental Facility**

CMA facilities and equipment are for the use of registered CMA Production students for approved course work as required by their course instructors and advisors. CMA is not a rental house for students and faculty nor are we equipped to provide such a service.

**3. Student Accessibility to Facilities and Equipment**

a.) Equipment and facilities (spaces such as studios, edit suites, foley room, etc.) are prioritized for undergraduate and graduate student use during the class term for their assigned course work. Equipment and facilities are not available to students prior to or after the term of the course.

b.) Students may reserve appropriateequipment for their approved course assignments from the equipment room (CFT 136) only after passing proficiency tests.

c.) At their discretion, equipment room staff can refuse loans of equipment to students who demand items inappropriate or unnecessary to their project needs or equipment not specified by the course instructor.

d.) Equipment room and Studio staff may provide a simple demonstration of the use of some equipment, time permitting no more than 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.) Graduate students are the only students who may borrow equipment during spring/summer for their thesis productions, with approval of their supervisor.

g.) Screenwriting, Media Arts & Cinema & Media Studies students do not have access to equipment or studio facilities.

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

a.) Any lost, stolen or damaged items are the financial responsibility of the borrower up to $1000.00 value. Please refer to the most current insurance policy here: https://film411.ampd.yorku.ca/insurance/

b.) In the case of stolen equipment, borrowers are required to file a police report within 24 hours of the theft. 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, depending on the type and scope of repair needed.

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.)Studentshave a period of **10 business 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.)Facultymembers who borrow equipment for their own productions or for research must replace or pay for lost or damaged items.

**5. Insurance**

a.) CMA equipment is covered by York University's property insurance policy; however there is a $1,000 deductible in cases of loss or damage or theft of this equipment. In the event of damage or loss, it is the responsibility of the borrower to pay any costs below this deductible.

**6. Loans**

a.) All equipment loans will be facilitated by a check of all equipment by the borrower upon loan and again on return by staff– 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.) Requests for equipment may be made online at <https://cmaequipment.getconnect2.com/> or directly at the equipment room, CFT 136, or with approval, directly to the Equipment Administration Coordinator during regular operating hours. Reservations must be made at least **two** days prior to the pick-up date, preferably earlier. Excessive repeat bookings are discouraged and will be treated as low priority. Bookings deemed excessive will require written approval by the course instructor.

e.) No one will be allowed to borrow equipment without a booking, nor will equipment be booked out on a last minute demand.

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. First-time offenders will receive a warning. Second time offenders risk temporary or permanent suspension of their borrowing privileges. 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. To extend a current reservation, contact the equipment room during regular operating hours.

h.) If a user for unforeseen circumstances needs to cancel a booking they must notify the Equipment Room directly with as much notice as possible.  ‘No Shows’ for equipment pick-up may result in the user’s borrowing privileges being suspended. Equipment is forfeited upon failure to pick-up without notification.

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.) Faculty members are asked to provide the Equipment Room with up-to-date class shooting and workshop schedules and notification of students who withdraw from production courses.

l.) The equipment room must be advised in advance any time that equipment will be taken outside of the province of Ontario. Special permission must be granted and additional documentation completed.

**7. Alumni**

a.) Staff, Management and Faculty recognize the importance of alumni and how their success may reflect upon York University and CMA.

b.) Alumni may be offered production support at the discretion of the Manager, Facilities, Health and Safety, and Technical Services. This support will be limited to unfunded or micro-budget independent production where the alumnus is the proven principal filmmaker. An agreed Memorandum of Understanding (MOU) will be signed and appropriate insurance sited.

c.) Alumni working for wages, for another company or on a project other than their own, will not be supported.

**8. Equipment Rental Policy**

The equipment room does not rent equipment under any circumstances.

**9. Faculty Loans**

Equipment shall not be loaned to faculty for the intention of financial gain through the use, promotion, promise or rent of the equipment.

Faculty may be loaned equipment under the following circumstances:

a.) Class demonstration/instruction. Faculty should provide a detailed list of instructional workshops (if any) and dates to the equipment room prior to the course start date. All requests for in class equipment must be received by the equipment room minimum 3 days in advance.

b.) Testing of inventory for familiarization to provide instruction.

c.) The faculty member's research work, with an MOU and appropriate insurance.

d.) For independent, **not for profit** productions. An MOU and appropriate

insurance are required.

e.) At the discretion of the Manager, Facilities, Health and Safety, and Technical Services.

**Note:** Also see Procedures on Use of AMPD Space, Equipment, and Other

Resources for Research and Research Creation Purposes

**10. Facilities – Classrooms, foley Studio, Soundstage, Edit Suites, etc.**

a.) Food and beverages are not permitted to be consumed in any of the classrooms and studio spaces. Students are encouraged to take hourly breaks from post production activities. Food and beverages may be consumed during these breaks **away from** the studio and post production spaces.

b.) The Production Area Coordinator is responsible for the booking of edit facilities, sound recording studios and studio space. The Production Area 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.

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.

**11. Integrity and Fair Dealing**

Honesty, respect, integrity and fair dealing are highly regarded in relationships with studio and equipment room staff.

a.) The expectation of borrowers of equipment and users of studio space is that they will behave with integrity and transparency.

b.) No one may borrow any equipment or use any space for personal financial profit or to profit another person or company.

c.) If equipment is damaged, lost or stolen during the period of loan, it should be reported to the equipment room staff as soon as possible and the appropriate action will be taken as specified in these protocols. This regulation applies to all borrowers.

d) Any student found being deceitful around equipment loans may have their borrowing privileges revoked.

e.) Course instructors in conjunction with the equipment room staff will determine appropriate equipment for specific course work.

**12. Interpretation and Understanding**

Final decisions for any queries in the understanding and interpretation of these regulations and protocols is the responsibility of the Manager, Facilities, Health and Safety, and Technical Services.