**Equipment Allocation Policy and Procedures**

While the CMA equipment room has a variety of different cameras and equipment, not all equipment is available to all CMA Production students.

**Students are only eligible to book cameras/equipment that they have been trained to use by faculty in workshops and proficiency tests**. For examples of which cameras are allocated to each cohort of the program refer to the [Camera/Equipment Allocation page on the AMPD Film411 website](https://film411.ampd.yorku.ca/filmmaking-at-york/2019-2020-camera-allocation-by-year/).

Equipment is booked on a first come, first served basis. Equipment can be booked up to 6 weeks in advance of the pick up date. Additionally all equipment must be reserved two days prior to pick up and returned promptly on the agreed upon return date and time.

Camera Kits will not be split up as that may impact the availability for other users to book equipment. For example the PL mount lenses will not be booked with the non-PL mount cameras as that would leave the PL mount cameras without lenses.

The equipment room isn’t a rental house. **Equipment is only available for CMA Production projects and assignments approved by CMA Production faculty**. All bookings will be confirmed with CMA Production faculty to determine if the booking will be accommodated.

**Guidelines for lengths of bookings and size of equipment packages**

In order to minimize conflicts and maximize availability of equipment for everyone:

-**Fiction projects are typically picked up Thursday and returned Tuesday AM** (4 day shoots). Fiction pickup shoots are typically one day and are generally to be scheduled after all primary fiction shooting has been completed for all projects. The equipment package for pickup shoots will be downsized from the initial principal shooting package.

-**Documentary and Alternative projects, unless specified otherwise by a course director, are typically allowed** **more frequent and larger cumulative shooting days. However, they are also expected to book smaller equipment packages than typical Fiction shoots**. This is to allow for various interview days/etc throughout the academic year and to allow for the process oriented nature of some Alternative projects.

-Class assignments are expected to involve minimal equipment packages and sometimes will have equipment pre-booked by faculty. An example of a typical assignment package may include: camera, basic audio gear, 1 light kit, tripod/support

-MFA students have priority over all of the equipment in the summer semesters for thesis projects. During the fall/winter semesters MFA class assignments are expected to use the same minimal equipment packages as the BFA class assignments (An example of a typical assignment package may include: camera, basic audio gear, 1 light kit, tripod/support). For examples of which cameras are allocated to the MFA program during the fall/winter semester refer to the [Camera/Equipment Allocation page on the AMPD Film411 website](https://film411.ampd.yorku.ca/filmmaking-at-york/2019-2020-camera-allocation-by-year/).