

SFP FILM EQUIPMENT CHECKOUT
Montana State University
School of Film and Photography
Room 214 Visual Communications Building
P.O. Box 173350
Bozeman, MT 59717

Equipment Checkout:	994-6254
Commons:	994-6242
Accounting:	994-3902
SFP Main Desk:	994-2484
Technology Coordinator:	994-6253
Campus Police:	994-2121
Checkout e-mail:	colette@montana.edu

See Checkout Calendar for Open Days / Hours of Operation.

SFP STUDENT CONTRACT

(v. f-11)

GENERAL USE POLICY

The Film Equipment Checkout facilities and gear are available for The School of Film and Photography students, staff and faculty only. SFP students may check out equipment exclusively for work on projects to complete course credit. Students are encouraged to spend time familiarizing themselves with equipment outside of assigned projects and lab times if they remain within the Checkout lobby/hallway.

***IMPORTANT NOTE:** Students are responsible for knowing and understanding all contents within this document.

All SFP students MUST complete, sign and turn in the *Student Contract Pop Quiz* at the end of this document before they can begin any checkout process.

RESERVING EQUIPMENT: ALL STUDENTS

All Gear Reservations MUST be made in person at Checkout; only Checkout employees can facilitate these reservations. **ONLINE Gear Reservations are NO LONGER AN OPTION.** In the experimental stage not 1 person attempted to utilize this process.

RESERVATIONS are allowed to be placed THIS FAR IN ADVANCE for the following: (1 week = 7days)

UNDERGRADS
Freshmen-- 1 week
Sophomores-- 2 weeks
Juniors-- 3 weeks
Seniors-- 4 weeks

GRADS
1st year-- 2 weeks
2nd year-- 4 weeks
Thesis work+ 3 weeks

Gear Reservations made less than 1 DAY in advance (12:00 noon the day before) will be charged a \$15.00 same day reservation FEE to be paid before the reservation will even be made. These are not guaranteed accommodation due to other reservations, time constraints, and/or staffing issues. Checkout strives to prep reservations by noon the day before they are scheduled to go out and reserves the right to deny any same day reservation request.

When reservations reach the Jr., Sr., Grad Level and become more elaborate, producers will be asked to sign up for specific time slots to pickup/return equipment to alleviate bottlenecking and extreme wait times in the Checkout Lobby.

Most of the gear at Checkout is organized into specific kits. Our lenses and camera accessories are specifically for use with those kits. Checkout does not break up kits for use with other kits or student owned equipment.

COURSE PROJECTS and EXERCISES (field work requiring gear use outside of lab time) may use the gear specified to that course number or level as specified in the *Fair Use Policy/AKA the Gear Allocation Policy.* What this means is Instructors may instruct the use of cameras and equipment in your labs that you may not be able to work with in the field for a year or two. PAY ATTENTION as you will probably NOT get a refresher when that time comes. Students are welcome and even encouraged to come to Checkout on their own time and reacquaint themselves with gear they plan to use in the Lobby.

NO EQUIPMENT can be used for any Undergraduate Independent Study or Internship, which includes; 470, 490, or any other proposed “Internship” or “Independent Study” course. The student must use their own gear or rent equipment for these projects.

CANCELLATIONS: In the event a student does not need the gear he/she has reserved they must **notify Checkout at the very latest, by 12 noon, 1 day in advance** of the scheduled pick-up. This will free up the gear to be used for other projects. Same day cancellations will incur a **\$10 fine**.

NO SHOWS: No shows are a crime at Checkout. If Checkout reserves the gear, preps the gear, and checks it out on a student account and that student does not show up for the gear: that student will pay a **\$25 fine** for not freeing up the gear to be used on another student's project.

Report any theft or loss immediately to MSU Campus Police (994-2121) and to Equipment Checkout (994-6254). Failure to report thefts or loss to appropriate law enforcement authorities may result in the student being charged for full replacement costs.

BBGK STIPULATIONS:

****The BBGK is an undergraduate SR Capstone kit only. 472/474 students plan accordingly and bring a U-Haul. If you show up with a horse trailer or other means for transporting the BBGK – it will be staying in Checkout.**

There will be NO SAME DAY TURN AROUND – in other words, the BBGK will not be available for pick-up until Checkout has had a full 24 hours to inspect its condition on return and prepping to go back out. SENIORS PLAN YOUR SHOOTS ACCORDINGLY.

Using the BBGK requires students to adhere to specific pick-up (1pm) and return (8am) times. Blatant disregard of the pick-up time will forfeit your use. Blatant disregard of the return time will be fined \$10.00.

MORE INFORMATION

100-200 level and 1st yr Grad assignments have specific kits or packages assigned to each class project by the instructor from within the Fair Use Policy. The only other equipment available with these packages are NRIs; learn the difference and do not ask for gear outside of these parameters. These reservations do not require the Faculty signature because every student of the class is expected to use the same equipment and this information will have been set up in the equipment checkout computer system ahead of time.

ALL STUDENTS - WAIT while the gear requested is logged into the computer before leaving the counter unless a Checkout worker gives you the go-ahead to leave. When students simply drop off the reservation form and walk away, reservations frequently get lost in the paperwork shuffle.

**(Some 300-400 level and 2nd yr Grad assignments may also fall under the above system depending on how the Instructor has chosen to set up the assignment with Checkout.)

300-400 level ugrads and 2nd-3rd yr Grad Students *with creative control over their gear choices*, must also **completely** fill out a **Gear Reservation Form** (available at Checkout) but **WITH your instructor**. Turn this form in to Checkout and **wait while it is logged into Llama before leaving the counter**. In the event there is a problem with your account/reservation and someone is not here to communicate with Checkout, your gear may not get reserved or fines and fees may have accrued on your account without your knowledge. These **reservations will not be accepted if not entirely complete - including the faculty portion**.

Depending on the Instructor's parameters, every project is assigned a limited date range within which each student will be expected to complete their field work. Each course/assignment will be allotted a specific number of production days.

For all individual and group projects and/or student crews, the "Producer" is responsible for all gear checked out on a shoot. They are Checkout's contact and point person. Others in the group will be allowed to check out and sign for equipment **ONLY if specified by the Producer to Checkout employees in advance**. The Producer will be held responsible for any damages, late fees, etc. It is up to the Producer to insure that proper contractual agreements have been made with the crew and all personnel to safeguard themselves from total cost of damages and fines should they occur.

Equipment limited in quantity but in high demand will not be available for checkout for extended periods of time (More than 7 consecutive days). This includes but is not limited to Jibs, Dollies, The Big Blue Grip Kit, Hard Disc Recorders, and any kit in HIGH demand. Checkout reserves the right to shorten this time period on any item at any time during the semester to accommodate labs, course assignments, and other students.

The SFP equipment is sufficient to fulfill class requirements. In the event students choose to rent gear or use personally owned gear in addition to school gear, students should find a way to insure this gear on their own.

Any reservation request beyond the norm such as **multiple camera shoots, reshoots, etc.**, must be approved by BOTH The Instructor and The Technology Coordinator (Tony Purpura).

EQUIPMENT CHECK-OUT PROCEDURES

12:00 pm – 4:00 pm, Monday through Friday

Once a reservation has been made, students come to Checkout to pick up their equipment. The reservation holder must already have a valid student contract on file, and be enrolled in production credits to check out equipment.

PARKING

It is UNIVERSITY POLICY that vehicles may only be parked outside in the Checkout loading area for up to 20 minutes **IF** Campus Police are notified (994-2121). Use of this area is only for loading/unloading gear, sets, and or supplies. Go through your gear and inspect it for damage and /or operability before you bring your vehicle around to the loading area. Then Load/unload gear, move the vehicle out of the loading area, and return to Checkout for the remainder of the process.

For a **LARGE** reservation, each dept. head (DP, Grip, Sound Mixer, etc...) is **HIGHLY ENCOURAGED** to be present for the entire time equipment is being checked out. Plan to pick up equipment outside of class, work and appointments. In order to ensure the most accurate orders possible, Checkout employees will not be rushed through any part of the process.

The reservation holder (**Producer**) is responsible for making sure all equipment has been tested and examined and the checkout receipt is correct **BEFORE** leaving the building in order to insure all items are in working order and that no items are missing, damaged, or incorrectly labeled/packed. (**Producers -bring your teams!**)

Checkout receipts are contracts; once they have been signed, the signing party/reservation holder is responsible for the return of EVERY piece of equipment listed on the checkout receipt. Checkout is not responsible for missing or damaged equipment. When students accept and leave the building with equipment, they acknowledge that it is fully functioning and undamaged. **Students are responsible to make sure any damage is noted on the Checkout sheet when accepting the equipment.** Checkout will provide Producers with their own copy of the receipt upon request.

BATTERIES: Checkout provides CAMERA and HDR batteries. When using equipment that requires AA, AAAs, 9v or other standard batteries, plan to provide your own. Checkout does not provide or sell these batteries.

EQUIPMENT CHECK-IN PROCEDURE:

Do not expect to return gear to Checkout in the evening after we have closed. Gear return time is in the morning. Returning gear to the Lobby the night before **MUST BE PRE-APPROVED** by Tony or Colette in advance.

8:00 am – 10 am, Monday through Friday

The reservation holder (**Producer**) is responsible for making sure all equipment is checked in and every item is accounted for. Bring crew to help rewrap cables, wipe down gear, remove tape, hunt down missing items, etc...

If your equipment arrives at Checkout already cleaned, organized, all accounted for, and in the condition it went out in, it may be noted on the student's account and to the Faculty Advisor.

Checkout reserves the right to inform Instructors of broken gear, late fees, fines or discourteous conduct and to note the infractions in the student account. Student account notes often remain on an account until after graduation as a record of treatment of gear, staff, and fellow students.

- **All students are responsible for maintaining the equipment while in their possession and are expected to return all kits in the same condition as they would like to receive it.**

RETURN GEAR ON TIME

When late or missing gear negatively impacts another project, the student will pay an additional 25.00 fine. Get to Checkout EARLY. When students sleep in, lines form, and gear is late.

Deadline Extensions

- Deadlines for equipment return can be extended **only in exceptional cases** and only when the request does not affect the scheduling needs of another student or class. Any exceptions must be requested through BOTH the Instructor and Technology Coordinator.

ADDITIONAL ITEMS AT CHECKOUT

NRIs - There are many items available at Checkout for students on a same day walk-in basis. These **NON-RESERVABLE** items (NRIs) include cables, adapters, headphones, manuals, bounce cards, etc. These items may be taken out for a specified amount of production time or over the weekend with no reservation placed in advance.

Please note that various adaptors to connect laptops to A/V set ups are in HIGH demand and may or may not be available at any given time. Checkout is not responsible for carrying adaptors or items for gear or laptops not specifically serviced or managed directly by Film Equipment Checkout. If you upgrade to a new laptop, hard drive etc... get the adaptors you need and test them well in advance of a pending presentation.

EXPENDABLES – These include Gels, Diffusion, Gaff Tape, Canned Air, Photo Floods, China Balls, etc... and are available for purchase (list available at Checkout).

To make a purchase, a student picks up a Sales Receipt from Checkout, and then makes payment in full at the Main Desk. The Main Desk accepts **only cash or checks** and is open for purchases Monday through Friday 8:00 am - 12:00 pm and 1:00 pm - 4:45 pm.

Checkout does not stock film for purchase. Supplies cannot be refunded into cash or other supplies.

STUDENTS WILL NOT NORMALLY BE ABLE TO COMPLETE TRANSACTIONS DURING THE FRONT OFFICE LUNCH HOUR, PLAN ACCORDINGLY.

FINES AND FEES

Students who return any item **after 10:00 a.m. on the return date will be charged late fees.**

Every 1 item kit late (i.e. battery, cable, room key, etc.) is \$1.00 per day.

Every 2 item kit (headphone/bag) is \$2.00 per day.

Each 3 or more item kit (camera, HDR, light kit) is a \$5.00 per day charge.

If a student returns gear late and it prevents another student's reservation from being carried out in the normal fashion (without having to sub other kits or go without completely), the late student will be charged a **\$25 FSE fee IN ADDITION to the fees listed above.**

If a student incurs fines/fees and has not made arrangements for them to be taken care of within 2 weeks, a **HOLD** will be placed on their account. Students will **NOT** be able to make reservations or check out equipment until all fines have been paid in full. Only the Technology Coordinator or Assistant can remove holds. Holds can only be removed during normal business hours Monday through Friday 8 am to 4:30 pm.

To pay a fine or make a purchase, you will pick up a Sales Receipt from Checkout, then go to the Main Desk and pay the amount in full. The Main Desk accepts cash or checks and is open for transactions Monday through Friday 8:00 am – 12:00 pm and 1:00 pm – 4:45 pm. Once the payment is made, bring the receipt to Checkout to receive expendables or have fines cleared.

COLD TEMPS - When using cameras and other fragile equipment (all electronics, lenses, etc.) in extreme cold or hot conditions, please recognize that this affects the working order of the equipment and can severely damage it. Whenever a large temperature change occurs and the gear is not in active use, condensation builds up on the inside and outside of equipment, which frequently leads to its failure. Please deal with this cautiously by slowly warming/cooling the equipment and wiping down any and all metal parts and pieces with WD-40.

As a general rule, 75% of the Spring and Fall semesters are too cold at night to store gear in a vehicle, trunk or unheated garage. Take this into consideration when deciding how much gear you are taking out as **Checkout WILL CHARGE A \$25.00 COLD FEE** for gear coming in very cold to the touch. When planning your shoots, plan your gear storage.

BROKEN EQUIPMENT DURING THE SHOOT

If equipment breaks or malfunctions during the shoot please make a **LEGIBLE DETAILED NOTE** regarding the malfunction, return it to its case(s) and return the entire kit to Checkout with the rest of your gear. Please note that the individual components of sound, camera, light kits, grip kits, etc. must be kept together for returning. Return **the entire kit** if you wish to try to get a replacement before production ends (i.e. don't return a microphone from an entire Sound kit). Checkout will make every attempt to arrange for a suitable replacement.

Spare lamps are provided in most light kits. **If you replace a lamp in the field, bring the dead lamp back to Checkout.** Otherwise, lamps will cost Producers from \$15 - \$200 each.

REPLACING LOST OR BROKEN ITEMS

Producers will be held financially accountable for lost or broken items.

Students no longer have the option of replacing items on their own.

Checkout will give the Producer 7 business days to locate lost item(s) AND pay the fines/fees associated with the item(s).

In the event an item has not been located that Producer will be given an additional 7 business days to pay the replacement fee plus S&H charges.

LATE FINES/FEES WILL STILL BE EXPECTED TO BE PAID IN BOTH INSTANCES.

Checkout will keep a price list of commonly broken or misplaced items. In the event an item is broken or missing that is not represented on that list, Checkout will contact the Producer within 48 hours as to the expected replacement or repair costs. The Producer's 7 days to pay will begin once the amount owed has been relayed to the producer.

When an item is broken, the Producer will be given 7 business days from the time they have been informed of the amount to pay the expected repair or replacement costs.

In the event 7 business days pass and the producer has not taken care of these charges or worked out a payment plan with Checkout, the Instructor advising the course involved will be notified of the infraction. In the event the issue has still not been cleared 2 weeks before the end of the semester, a "hold" will be put on the Producer's account with the Registrar's office.

If an item is lost or missing when returning gear and it is found later... **DO NOT JUST LEAVE IT ON THE COUNTER AND RUN!!!!** The item should be handed directly to an upper level classman Checkout worker. Familiarize yourself with who works at Checkout.

SCHOOL BREAKS

Equipment Use

- Checkout “open” hours are limited. Regular reservation and check-out/check-in policies apply.
- Students **MUST** be enrolled in a production class in the current semester.
- **No equipment is available for Undergrad projects over the summer/winter breaks.**

Spring Break

- A **LIMITED** number of 472 (2) and Grad (4) projects will be allowed to check out equipment for **ASSIGNMENT USE** over spring break and **MUST** be approved by the Committee/ Instructor and the Technology Coordinator before equipment will be made available.
- **Checkout must be notified of proposed gear to be used two weeks before the last day of class before the Spring Break begins(right around Feb27th). Final gear reservation requests must be turned in 1 week before the gear will be expected to be picked up.**
- Checkout is closed over Spring Break. Students will be expected to pick up the gear by the Friday before and return it on the Monday morning following the Break.

Winter Break

- **Undergrads - ABSOLUTELY NO EQUIPMENT IS AVAILABLE OVER THE WINTER BREAK.** This is to accommodate the extremely short window for inspection, maintenance and repairs before the next semester begins.
- **Grad Students** - may take out gear for Independent Study, and Internships **ONLY IF** Checkout has been notified with proposed dates and an estimated gear list **2 WEEKS IN ADVANCE OF THE LAST DAY OF CLASS BEFORE WINTER BREAK.**
- **Final gear reservation requests must be turned in 1 week before the gear will be expected to be picked up. Any reservation over school breaks MUST be approved by your committee AND the Technology Coordinator.**

Summer Session

- **Undergrads** - participating in Independent Study or Internships must provide or rent their own gear. Gear for courses such as Advanced Cinematography will be provided.
- **Every student** must be enrolled in a summer production course to check out equipment.
- **Grad Students** - may take out gear for Independent Study and Internships **ONLY IF** Checkout has been notified of tentative dates and gear **at least 2 WEEKS IN ADVANCE OF THE LAST DAY BEFORE SUMMER session.**
- **The actual Gear reservation must be turned in 1 week in advance of pick-up. Any reservation over school breaks MUST be approved by your Faculty Advisor AND communication with the Technology Coordinator is imperative regarding gear choices.**
- Grads must be enrolled in a summer course, Regular MFA “workshops” do not qualify.

FACILITY USE- CAT CARD READER

- The front entrance Cat Card Reader is for SFP enrolled students, staff and faculty only. Your Cat Card will not work immediately at the beginning of each semester.

- Checkout communicates with The Cat Card Reader administrator to get accurate film students names and numbers entered into the system 1.5 months into each Fall and Spring Semester. 6 weeks into the semester, should a student find that their Cat Card is not working and has legitimate need for access, he/she should contact the Assistant Technology Coordinator at Film Equipment Checkout at their earliest convenience.

Reasons a Cat Card may not open the door:

- It's too early in the semester.
- Fines or Holds existing on the student account.
- The student is only enrolled in non-production courses that do not require after-hours access to labs (Film Theory, Screenwriting, etc...).
- The semester has ended.

FACILITY USE- EDIT BAYS

- The NLE and Grad Edit bays are available for after-hours use 24/7 **six weeks into the regular Fall and Spring semesters. ONLY 102 students, staff, and instructors will be programmed earlier.**
- Users must be SFP students currently **enrolled in a PRODUCTION COURSE.**
- If for some reason a student has need of this access without the required course enrollment please see the Assistant Technology Coordinator (Colette) at Checkout.
- During Checkout's open hours (8am-5pm) students are expected to reserve slots in the Ugrad NLE to avoid conflicts with scheduled labs and other students.
- During Checkout's open hours (8am-5pm), students will need to leave their Cat Card with Checkout for the duration of their time in the NLE and pick it up when they finish or when we close.
- The Grad Edit Bay remains scheduled by the students on the outside of the door.
- For after-hours work in Sr. Edit Bays, and The HD-Online students are required to place a reservation with Checkout and pick up the key before Checkout closes.

MORE ON FACILITY USE-

- Checkout may revoke the privileges of any student with food or drink in the NLE, Grad Edit Bay, Sound Theater, or HD-online bay for a full semester.
- Bringing alcohol into the VCB is strictly against University policy unless pre-approved by the appropriate authorities and in conjunction with a special event such as a colloquium. Don't do it, the consequences are excruciating.
- **The Sound Theater and Dub Bay are not available for after-hours use.**
- **Use of NLE computer stations during the day requires a reservation made in person at the Checkout window. Reservations can be placed in advance but are not required. After hours use of NLE is on a first come first serve basis. After hours use of SR Edit bays, HD-on-line, etc... requires a reservation before the close of Checkout.**
- If a student does not show up 15 minutes into their reservation it will be forfeited to another student if the labs are in high demand. Be on-time for your reservations.

STUDIO B and CLASSROOMS

Students may use these rooms when not being used for instruction. Place your reservation with the Front Desk and bring the form to Checkout. All rooms will be required to be returned to their desired state when students finish.

- For Studio B, Conference Room, Room 150 or 182, use the HOT PINK Form (at Front Desk with Vicki). Once the reservation has been placed with Vicki, bring it to Checkout. Checkout will not accept this form without a Front Desk Signature.
- WHEN you pick up the key for one of these rooms you will be required to do a “walk-through” with Checkout attendants in order to ensure that everyone understands exactly HOW the room should be left for the next group using the facility.
- **The HOT PINK Form has a detailed housekeeping checklist that must be addressed before passing the room off to the next group or closing for the night, make sure all cleaning and restoration has been addressed.**
- **The last Producer using the space overnight will be expected to return the key and accompany Checkout personnel for a visual inspection at 8am. THERE IS A 5.00 FINE FOR A NO SHOW OR NOT GETTING HERE UNTIL AFTER THE 1ST MORNING CLASS HAS ALREADY BEGUN.**

LOCKERS

- Lockers are extremely limited and in high demand. Checkout does not charge a fee for the use of these lockers and they are available on a first come first serve basis.
- Students are required to return keys at the end of each semester. **Simply not returning a key at the end of a semester as expected will earn the student a \$25 fine and forfeit their opportunity to obtain a locker for the following semester.**
- Checkout’s stock of replacement lock cores has been depleted. A lost key incurs a \$75 replacement fee.
- Students are encouraged to share lockers for group work.

FACILITY USE OVER BREAKS

Generally, winter and summer breaks are the only “uninterrupted” time Checkout has to correct program compatibility issues in Editing, HD On-line, Sound Theater, Grad Edit Bay, and other facilities.

Between summer courses and workshops, these facilities could be in any state of disrepair and are not automatically available. Students may inquire with Checkout as to the status of these facilities. Keep in mind these stations are for SFP course assignments only.

CHECKOUT HANDLING SERVICES

Checkout has experienced a significant increase in items being forgotten in labs or “left” for someone else to pick up. Frequently these items are left for long periods of time and/or forgotten.

Checkout has implemented a Handling Service to reduce confusion, the loss of storage, and the loss of prep space. Checkout will charge a \$5.00 non-refundable fee for “holding” items for others for a period of no longer than five business days. Checkout may dispose of items left for longer than five business days at their own discretion.

**** For information regarding what is required from students in order to reserve gear please read the following section very carefully.**

SFP POLICY AND PROCEDURE UPDATE FALL 09

These FACULTY GUIDELINES for Production Courses in the School of Film and Photography represent the “best practices” for safety and risk management that SFP faculty have developed over the course of fifty years of teaching photography, film and video production. This document formalizes this policy **beginning Spring 2010** and is part of a general update to the School’s policies and procedures.

These GUIDELINES for Production Courses pertain to any course that utilizes equipment owned by the School of Film and Photography and administered by the SFP Equipment Checkout. These courses are designated in this document as “production courses.”

1. Henceforth, individual **faculty will be responsible for the final approval of student projects**, upon satisfactory completion of all necessary pre-production requirements including Risk Management Forms, Permits, Certificates of Insurance, etc. Final approval will be given on the Equipment Check-out Gear Reservation form.

2. To facilitate this responsibility, faculty are encouraged to require a **PRODUCTION NOTEBOOK** before approving a project. This Notebook will include all scripts, talent release forms, location agreements, crew deal memos, schedules, budgets, equipment lists, and any special risk situation(s) the project may entail that may require a Risk Management Form and any circumstances that may require Certificates of Insurance. Faculty may determine which projects are required to submit a Production Notebook and which projects are simply “exercises”.

3a. Use of personal gear on student projects

The use of personal gear on student projects is permissible. Students and faculty should be aware that this is done at the student’s own risk and students are encouraged to secure insurance for their various items. Faculty must determine and vouch for the need for the personal gear in order to successfully complete the project. The faculty instructor, not the student, makes the final determination. The university will not provide insurance for personal gear.

3b. Use of rented gear on student projects

The use of rented supplemental gear for student projects is permissible.

University insurance policy states that students renting gear will need to determine if the rental house has its own insurance policy and if so, the student is required purchase this policy and it will be the primary insurance on the gear. Students may obtain a separate insurance policy from a certified insurance provider for the gear but must first make sure the policy will cover the rented gear.

MSU/SFP will facilitate a Certificate of Insurance only in cases where no insurance is available from the rental house or at a reasonable cost from an independent insurer. In these cases the SFP policy will not insure any packages with a TOTAL VALUE OVER \$50,000. Faculty members may set further parameters within the course policy that further limits what additional gear may be necessary/permissible.

As in the case of student-owned gear, the faculty instructor must determine and vouch for the need for the rented gear in order to successfully complete the project. The faculty instructor, not the student, makes the final determination

NOTE: The SFP policy will be that students who choose to rent gear will be aware that they will be accountable for the FULL DEDUCTIBLE which is currently \$1000.00 (2009-2010).

NOTE: A Risk Management Plan is required when requesting a Certificate of Insurance.

4. Insurance required by locations:

The SFP can provide liability insurance up to \$1,000,000, when required by location owners or other entities controlling access (such as government agencies like the National Park Service or the State of Montana) through a Certificate of Insurance authorized by MSU Safety and Risk Management,. Even when this certificate is supplied, a location release will still be required. NOTE: A Risk Management Plan is required when requesting a Certificate of Insurance.

5. Travel with SFP owned gear out of state.

All of the above documentation and coverages will be required for student productions shooting out-of-state.

6. Travel with SFP owned gear out of the US

All of the above documentation and coverage will be required for student productions shooting in countries other than the United States. In addition, the student must inform Safety and Risk at least two weeks before departing the U.S. that the production will be taking place in another country (including Canada and Mexico). The student will confirm with Safety and Risk that MSU coverage will apply in the location country. If they do not, the student will be required to arrange for the necessary coverage. The student will also be required to purchase and prepare a carnet for travel to those countries that require a carnet for film crews. It is the student's responsibility to obtain any other required visas or permits.

Note: Carnet

A number of countries require carnet when film equipment will be temporarily brought into a country. The faculty member must ensure that the student visiting another country purchases a carnet if it is required. For a definition of a carnet and a list of carnet countries, please visit

<http://www.uscib.org/index.asp?documentID=1843>.

7. Additional Forms that may be required before Instructor's final approval:

Active Weapons Permit: Fights, heists, arguments, any simulation of violence or actions that a bystander or neighbor may construe as a violent act and therefore notify the law enforcement authorities—scripts with these actions will need to trigger this permit. These permits are housed at the front desk.

Faculty members have the option to simply ban these or similar scenes or events from scripts. They may also create their own in class policy to manage the production of these events.

8. Shooting on Campus Form. (these restrictions have changed - see your faculty advisor)

Equipment Allocation by Course Level for UGrad Student Projects (*v.sp2010*)

The following applies to the equipment students can check out to complete course projects. There are no restrictions on the equipment faculty can use during their classes for demonstration, instruction, or in-class exercises. In the event you would like to demonstrate equipment not typically used for a course, speak with the Technology Coordinator for availability.

	For NON-LAB Assignments	Specific Gear Exclusions from NON-LAB assignments
100 Level 102	Sony HDR cx160 video camera plus Libec tripod (on-board audio only)	No other equip.
200 Level 222-Lighting	ZR900s – PD170s video camera plus Cartoni tripod (on-board audio only)	No other equip.
232-Acting	ZR900s – PD170s video camera plus Cartoni tripod (on-board audio only)	No other equip.
251-Writing		No equip.
252-Editing	Firewire drives and decks, handheld mics	No cameras, shotgun, lavs
253-Directing	ZR900s – PD170s video camera plus Cartoni tripod microphone, Boom pole	No other equip.
254-Sound	DAT, Zoom and HDR recorders, Nagra, mixers, microphones, boom poles or grip	No cameras, lighting,
255- Cinematography	Scoopics, Arri S, B, M AlphaII tripods, Bogen Tripods, Mole Combo kits, Mickey Mole, Arri Max Kits, Light pole, light stand, mid-level video cam, (pd150-170s, dvx-100) 2 C-stands, 1 bounce card	No SR1I, Bolex, Arri light kits No HVX, dolly, jib, BBGK No sound gear
261- Prod Design	ZR900s – PD170s video camera plus Cartoni tripod	No other equip.
347- Interdisciplinary Projects I	ZR900s or Elura video camera plus Cartoni tripod Zooms, HDRs, mixers, mics, all sound gear	No other equip.
300 Level All other courses		Mole Combo #5, SR1I(a), BBGK, Jib, Arri Kit #1 (Capstone and/or Thesis only gear)
400 level All Courses		Mole Combo #5, SR1I(a), BBGK, Jib, Arri Kit #1 (Capstone and/or Thesis only gear)
472/474 Capstone	Quantity and # of production day limits only.	

Hybrid Courses may use the following gear in lab settings ONLY (no field assignments or exercises): Arri SR1, SR2, HDW-700, Underwater lamp, Evo, Phenom, Endeavor, HD Lenses, either jib kits, doorway dollies, microdolly, caselight, Kinostands, HMIs, BBGK, 816 or ME-67. This gear is not shared between the two options.

These gear restrictions were put into place by the Equipment Committee

Grad Gear Allocation by course(v.SP2010)

The following applies to the equipment students can check out to complete course projects. There are no restrictions on the equipment faculty can use during their classes for demonstration, instruction, or in-class exercises. In the event you would like to demonstrate equipment not typically used for a course, speak with the Technology Coordinator for availability.

Courses 510, 515

CAMERAS – Eluras, Scoopics, Arri (M,SB), PD-150, PD-170, DSR-250, DSR-570, V1U

CAM ACCESSORIES – SD lenses, SD Monitors, (sm) slates, Analog and Digital light meters, Endoscope lens

CAM SUPPORT – Bogen Manfrotto 503, 510, 3063, 3066, Bogen Baby legs, Cartoni Alfa II, Beta, High hats, Miller, Lisand, Vinten, Sunpaks, Arri Shoulder Mount, Glide Cam, Bogen Wheel Dolly

EDITING – Hard drives

GRIP – Impact and/or 2 Matthews C-stands, Fog machine, Gobo arm, compact and multi box -grip kits, 42" light

LIGHTING ACCESSORIES – All light stands, extension cord kits, light poles

LIGHT KITS – Arri, Mole Combos, Pro kit, Ambi kit, DP kit

SOUND ACCESSORIES – Boom poles, baskets

MICROPHONES - handhelds, shotguns 8735b, 66, 80, wired lavs, sound kits, stereo mic kits, shotgun kits, cardioid kit

RECORDERS/MIXERS – Quantity restrictions only

MISC - Fire Extinguisher, V-Mount Battery Charger

Courses 513, 521, 523, 525, 526, 570, 576, 580, 581

CAMERAS- Arri SR1, A1U, Z1U, HVX-200, HD-700

CAM ACCESSORIES– (lg) slate, Changing tents, HD Lenses and Monitors, Underwater gear, color meter, HVX Dump Drive

CAM SUPPORT- Miller-cartoni, **Cartoni C-20, O'Connor, and Sachtler may only be reserved for use with SFP cameras**

EDITING – Hard drives

GRIP – 22" and 52" Light discs, Road rags, microdolly, ABC Jib/Ronford

LIGHTING ACCESSORIES – – Dimmer Kit

LIGHT KITS – Scoops, Broads, C-Clamp totas, Cool-Lux, L-Light, Mickey Mole, Case light, HMI,

SOUND ACCESSORIES – – Parabolic mic holder

MICROPHONES - – km-100, wireless lavs, all mixers

RECORDERS/MIXERS – Quantity restrictions only

MISC - – Blind, Field Safety Kit, Walkie Talkies

Courses: 590

CAMERAS- Quantity restrictions apply

CAM SUPPORT – Quantity restrictions apply

EDITING – – HD deck (time restriction applies)

GRIP – Quantity restrictions apply

LIGHTING ACCESSORIES – Quantity restrictions apply

LIGHT KITS – Arri kit #1, Mole Combo kit #5, Quantity Restrictions Apply

SOUND ACCESSORIES – Quantity restrictions apply

MICROPHONES - me-67, 816 shotgun, Quantity restrictions apply

RECORDERS/MIXERS – Quantity restrictions only

MISC - Quantity restrictions only

ADDITIONAL NOTES

****Hybrid Courses** may use the following gear in faculty supervised lab settings **ONLY** (no field assignments or exercises): Arri SR1, SR2, HDW-700, Underwater lamp, Evo, Phenom, Endeavor, HD Lenses, either jib kits, doorway dollies, microdolly, caselight, Kinostars, HMIs, BBGK, 816 or ME-67. This gear is not shared between the two options.

****Use of Underwater gear** requires advance dive certification, and an additional Amphibico workshop.

****Equipment limited in quantity but in high demand** will not be available for checkout for extended periods of time (More than 7 consecutive days). This includes but is not limited to Jibs, Dollies, Hard Disc Recorders, and any kit in **HIGH** demand. Checkout reserves the right to shorten this time period on any item at any time during the semester to accommodate labs, course assignments, and other students.

EQUIPMENT CHECKOUT STUDENT CONTRACT POP QUIZ!!!!

- 1.) Personal or commercial use with SFP Gear is cool so long as it doesn't interfere with a class or someone else's need for gear.
True or False
- 2.) You've already placed your reservation but want to add a wireless lav that your instructor has not specifically cleared for the assignment at Checkout. You will have to get additional Faculty clearance.
True or False
- 3.) You picked up your gear in a hurry and chose not to go through it. Upon return, your receipt says you have a Grip Clip that you cannot find. You will be charged for the full replacement cost of the Grip Clip whether you used it or not.
True or False
- 4.) You will pay a \$25.00 cleaning fee for each and every kit that still requires cleaning and/or repacking when handed over to Checkout. This includes dirty/gaffed/unorganized or improperly coiled equipment.
True or False
- 5.) Late Fines increase on the account every day for every item or kit returned incomplete or with missing items.
True or False
- 6.) Students are expected to pay late fines even when the item(s) are found and returned.
True or False
- 7.) Students will be charged a \$25.00 "cold" fee if equipment is returned very cold to the touch.
True or False
- 8.) Gear is truly safeguarded at all times in MSU buildings, the Checkout lobby, or a locked car, van, or truck.
True or False
- 9.) Use of the BBGK requires the rental of a U-Haul.
True or False
- 10.) If you arrive at 9:55 am to check in gear, have to stand in a long line, and are still checking in gear at 10:30am, you will be expected to pay the late fees that will start to accumulate.
True or False
- 11.) If you need gear tomorrow and haven't placed your reservation by 12 noon today, you will pay a same day reservation fee of \$15.00 before we will reserve your gear.
True or False
- 12.) Students can phone in a room reservation.
True or False
- 13.) The student filling out any gear or room reservation and signing off is considered the "Producer" and will be held financially responsible for cleaning, organizing, and fines or fees, regardless of who you send for gear or room keys.
True or False
- 14.) Any reservation request beyond the norm such as multiple camera shoots, reshoots, etc., must be approved by BOTH The Instructor and a Checkout Manager (Tony or Colette).
True or False

- 15.) When late or missing gear negatively impacts another project, the student will pay an additional \$25.00 fine.
True or False
- 16.) NRIs – Stands for Non-Reservable Items and include items Checkout has many of and may be checked out with no reservation placed in advance. (cables, adapters, headphones, etc.)
True or False
- 17.) When a student incurs any fine or fee and it is not taken care of within 2 weeks it will be communicated to the instructor AND a hold will be placed on their account with the Registrar’s Office.
True or False
- 18.) Students are given the option of replacing items on their own if they think they can find it cheaper.
True or False
- 19.) For after-hours work in Sr. Edit Bays, and The HD-Online students are required to place a reservation with Checkout and pick up the key before Checkout closes.
True or False
- 20.) For after-hours work in The Sound Theater/Narration Booth students are required to place a reservation with Checkout and pick up the key before Checkout closes.
True or False
- 21.) This document is a legally binding contract; it holds the student financially responsible for either the cost of repair or replacement of damaged or missing gear valued under \$1000, or the cost of the insurance deductible (\$1000).
True or False

Verified, toggled, and filed by:

_____ (*Checkout Worker-print*) **Date**_____

Student Signature _____ **Date**_____

CIRCLE ONE: freshman sophomore junior senior Grad 1 2 3 +

(print) NAME _____

STUDENT ID # _____

- EMAIL ADDRESS _____

LOCAL ADDRESS _____

LOCAL PHONE # _____

****Students are advised to keep the paper and/or electronic version of this document for future reference****

If you sign it, you know it