

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

<b>Film</b> Checkout Window	994-6254
<b>Photo</b> Checkout Window	994-6691

SFP Technology Coordinator (Anthony Purpura)	994-6253
SFP Assistant Technology Coordinator (Colette K. Campbell)	994-6254
SFP Photo Checkout Manager (Mark A. Lee)	994-6866

Student Commons Area	994-6242
SFP Main Desk	994-2484
Campus Police	994-2121

**See Checkout Calendar for Open Days / Hours of Operation.**

**SFP STUDENT CONTRACT (Film/Photo/Grad)**  
*(v. f-12)*

**GENERAL USE POLICY**

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

For actual instruction on how to use equipment or perform specific lab or dark room tasks and/or functions please make arrangements to meet with the appropriate faculty member.

This document is a legally binding contract, which holds the user 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). Unpaid charges for late returns, loss or damage of equipment will be reported to the Business Office.

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

**All students enrolled in any course requiring any SFP gear, lab. or classroom use  
MUST complete, sign and turn in the *Student Contract* portion at the end of this document  
before they can begin any checkout process.**

## **PARKING**

It is UNIVERSITY POLICY that vehicles may be parked outside in the Checkout loading area for up to 20 minutes **only IF** Campus Police are notified (994-2121). Use of this area is only for loading/unloading gear, sets, and or supplies. Checkout is aware that 20 minutes is not long enough for extremely large packages coming or going. 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 and move the vehicle out of the loading area.

## **THEFT**

**Report immediately to MSU Campus Police (994-2121) and to Equipment Checkout (994-6254). Failure to report thefts to appropriate law enforcement authorities may result in the student being charged for full replacement costs.** Safeguard and monitor your gear at all times in all buildings including the VCB Checkout Lobby, locked vehicles, etc...

## **COLD TEMPS**

Cameras, fluid head tripods, lights and other fragile equipment (all electronics, lenses, etc.) stored in extreme cold or hot conditions adversely affect 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 both spring and fall semesters are too cold at night to store equipment 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. The life of the equipment will be significantly shortened and will have to be replaced/repared more frequently. When planning your shoots, plan your gear storage – or expect to pay the fines.

## **CHECKOUT RECEIPTS ARE CONTRACTS**

Once a receipt has been signed, the student is responsible for the return of EVERY piece of equipment listed on the checkout receipt. 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 receipt when accepting the equipment.** Checkout will provide students with their own copy of the receipt upon request.

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/or 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.

Simply ignoring fines and/or fees because you don't need gear or a lab is bad business practice. Letting these go for a 2week period or more can result in Checkout Staff putting a hold on the student account with the Registrar's office until they have been addressed.

- **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.**

## **RESERVATIONS: ALL STUDENTS**

**All Gear and lab Reservations MUST be made in person at the appropriate Checkout Window (Film and Photo).** Only Checkout Staff or student employees can facilitate these reservations.

**ALL STUDENTS - WAIT while requests are logged into the computer or lab sheets 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 risk getting lost in the paperwork shuffle and it will be the student's fault for not waiting.

The student filling out any gear or room reservation and signing off will be held financially responsible for cleaning, organizing, and fines or fees, regardless of who you send for gear or a room key. At Film Checkout this student is referred to as the "Producer".

**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.**

- It is the student's responsibility to go through every piece of equipment, inspecting and testing every item before they leave checkout with the gear. This step alone should insure that a student does not end up in the field with wrong batteries, filters, adapters, etc...
- To ensure the most accurate order possible, students are required to initial every item listed on the receipt as they go through the gear and give it back to Checkout. Take this opportunity to note WITH a Checkout Employee any "poor" condition details that have not already been noted on the sheet.
- When students leave Checkout with equipment they acknowledge that it is fully functioning and undamaged aside from the notes on the checklist/receipt. Checkout will provide the student with their own copy of the receipt UPON REQUEST.
- 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.

**BATTERIES:** Checkout does not provide/ sell AA, AAA, 9v or other standard batteries. Plan to provide these on your own.

- The Student is responsible for making sure all equipment is checked in and every item is accounted for. Rewrap cables, wipe down any gear that's gotten dirty, dusty, remove tape, etc... BEFORE handing it over the counter to Checkout employees. Employees are instructed to hand gear back to you if these basic housekeeping items have not been addressed.
- 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 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 long 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 received it**

## **RETURN GEAR ON TIME**

**When late or missing gear negatively impacts another project, the student will pay a 25.00 fine. Get to Checkout EARLY. When students sleep in, lines form, and GEAR IS LATE IF YOU ARE STANDING IN LINE.**

## **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**

**FILM NRIs** - There are many items available at Film 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.

**PHOTO NRIs** - There are also many items available at Photo Checkout for students on a same day walk-in basis. These **NON-RESERVABLE** items (NRIs) include developing tanks, enlarger kits, etc.. for the time you are planning to be in the lab. Filters, clamps, and lens wraps are also considered NRIs and can be requested at any time to go into the field for a shoot.

**Please note that various adaptors to connect laptops to A/V set ups (also considered NRIs) 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.

## **FACILITY USE**

### **- CAT CARD READER**

The front entrance Cat Card Reader is for SFP PRODUCTION COURSE enrolled students, staff and faculty only. Cat Cards do not work immediately at the beginning of each semester.

Checkout communicates with The Cat Card Reader Administrator to get accurate names and numbers of all Photo students and Film 112 and 212 students entered into the system within the 1<sup>st</sup> 2 weeks of EACH semester.

At the very latest, 6 weeks into each Fall and Spring 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 exist on the student's account with the Registrar's Office.
- The student is only enrolled in non-production courses that do not require after-hours access to labs (Film/Photo Theory and/or history, Screenwriting, etc...).
- The semester has ended.

## **MORE ON FACILITY USE**

- YOU MUST COME TO THE WINDOW TO RESERVE A ROOM OR STATION, we do not make these over the phone – EVER.
- Room keys are EXORBITANTLY EXPENSIVE to replace when lost. It requires facilities services to re-key the room and they currently charge \$80.00/hour. Students who lose any room key will be charged FULL COST OF REPLACEMENT.
- Checkout may revoke the lab use privileges of any student with food or drink in any lab or edit bay.
- Bringing alcohol into any campus building 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.

### **FACILITY USE OVER BREAKS**

Generally, winter and summer breaks are the only “uninterrupted” time Checkout has to correct program compatibility issues in labs 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. When courses are not in session we assume ALL ASSIGNMENTS ARE COMPLETE.

### **EXPENDABLES** – Available for sale TO ANYONE at Film Checkout

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.

**100-200 level and 1<sup>st</sup> 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; you may not use 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.

\*\*(Some 300-400 level and 2<sup>nd</sup> 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 2<sup>nd</sup>-3<sup>rd</sup> 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 the computer 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 that you forgot about. 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.

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.

## **FINES AND FEES**

### **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, light kit) is a \$5.00 per day charge.**

**Students will pay a \$25 cleaning fee FOR EACH AND EVERY KIT still requiring cleaning and/or repacking when turned over to Checkout. This includes dirty/gaffed/unorganized or improperly coiled equipment. If you must, clean it in the lobby before handing it through the window.**

If a student returns gear late and it has prevented 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 Checkout may exercise the option to inform the instructor and place a HOLD on their account with the registrar's office. 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.

## **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 camera kits, 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.

## **REPLACING LOST OR BROKEN ITEMS**

Students are held financially accountable for lost or broken items.

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

**Checkout will give the Student 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 the student will be given an additional 7 business days to pay the replacement fee plus S&H charges. In the event the charges exceed 100.00 payment arrangements.

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

Checkout will keep a price list of broken or lost items. In the event an item is broken or missing that is not represented on that list, Checkout will contact the student within 48 hours as to the expected replacement or repair costs.

When an item is broken, the student 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 student 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. If the issue has still not been cleared 2 weeks before the end of the semester, a “hold” will be put on the student’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 or staff. Familiarize yourself with who works at Checkout.

## SFP FILM STUDENT CONTRACT

**\*\* 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 <b>NON-LAB</b> Assignments	Specific Gear Exclusions from <b>NON-LAB</b> 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, Kinosticks, 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, Kinostands, 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.

## **FILM CHECKOUT**

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

### **UNDERGRADS (Film and Photo)**

**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**

## **PLACING RESERVATIONS**

**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.

## **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**

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.

## **PICKING UP EQUIPMENT**

**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.

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!**)

### **EQUIPMENT CHECK-IN PROCEDURE:**

**8:00am-10:00am Monday through Friday**

- **Return gear ON TIME.** Students who are standing in a long line at 9:55am to return gear will be expected to pay the late fees that begin to accumulate at 10:01am.

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.

**Get to Checkout EARLY!!! If you are standing in line at 9:55am to check in gear, have to stand in line, and are still checking in gear after 10:00am you will be expected to pay the late fees that will accumulate on your account.**

**ALL GEAR IS EXPECTED TO BE IN CHECKOUT NO LATER THAN 10AM  
TO BE PREPPED FOR THE NEXT STUDENT BY NOON!!!**

The student is responsible for making sure all equipment is checked in and every item is accounted for. On **LARGE** returns, bring crew to help rewrap cables, wipe down gear, remove tape, hunt down missing items, etc... to avoid cleaning fees.

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.

### **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.**

**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 bottleneaking and extreme wait times in the Checkout Lobby.**

**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.** The student must use their own gear or rent equipment for these projects.

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.

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).

#### **- EDIT BAYS/PHOTO LABS**

- The NLE and Grad Edit bays are available for after-hours use 24/7 **six weeks into the regular Fall and Spring semesters. ONLY 112, 212, 2<sup>nd</sup> and 3<sup>rd</sup> yr+ Grad 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 at 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.

- **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 1<sup>ST</sup> MORNING CLASS HAS ALREADY BEGUN.**

### **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.

### **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.

## **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.

Consider THE NEXT 2 PAGES your KEY to OZ...

PRINT, FILL OUT, AND BRING TO FILM EQUIPMENT CHECKOUT TO ACCESS ANYTHING and EVERYTHING via your Student Account...

See you at Checkout!

## 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*

