

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. sp2011)

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 last 2 pages of
the *Student Contract to Film Equipment Checkout*
at the end of this document before they can begin any checkout process.**

RESERVING EQUIPMENT: ALL STUDENTS

All PAPER Gear Reservations MUST be made in person at Checkout; only Checkout employees can facilitate student reservations.

ONLINE Gear Reservations are in the experimental stage and currently only accepted from Faculty e-mail accounts. These can be found on the SFP website under the Facilities - Equipment Checkout link. These e-mails go directly to the Assistant Technology Coordinator (Colette) at Checkout.

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 an up-front \$15.00 same day reservation FEE and are not guaranteed accommodation due to other reservations, time constraints, and/or staffing issues. Checkout strives to prep reservations 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 bottlenecks 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 student owned equipment.

COURSE PROJECTS may use gear as specified in the *Fair Use Policy/AKA the Gear Allocation Policy (pg.13-14 of this document)*.

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 frees the gear up to potentially 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. 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. No other equipment is available with these packages; 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.

Fill out the gear reservation form and wait while the gear requested is logged into the computer before leaving the counter. When doing the on-line form, fill it out with your Instructor and have them send it from their e-mail address. It is highly recommended that students visit with Checkout within the next 24 hours to make sure the reservation was received and placed, or if substitutions had to be made.

**(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 an *Equipment 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.**

When doing the on-line form, fill it out with your Instructor and have them send it from their e-mail address. It is highly recommended that students visit with Colette at Checkout within the following 24 hours to make sure the reservation was received and placed, or if substitutions had to be made.

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**, however 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. It is the Producer's responsibility to assure these contracts state how the cost of fines will be divided amongst the crew.

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 as many students as possible.

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.

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 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. Load/unload gear, move the vehicle, 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 found at nearly every store in town, 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, 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 will 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 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. If you are standing at the end of a long line to check-in gear at 9:55am, your 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, etc. These items may be taken out for 1-2 days 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, Pelican Cases, Gaff Tape, Canned Air, Photo Floods, China Balls, etc... and are available for purchase (list available at Checkout).

To make a purchase, students pick up a Sales Receipt from Checkout, 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 10:00a.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, the late student will be charged a **\$25 FSE fee** (for "screwing" someone else) **in addition to the fees listed above.**

If a student incurs a fine for late returns, cleaning fees, or to replace broken or missing equipment, etc., and it is not 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.

The “F-Can” or Fines/Fees Can - In the event of SMALL fines or fees that cannot take place due to a closed front desk or similar situation, checkout workers can AT THEIR DISCRETION take payment in the “F-Can”. The money in this can may be used for a variety of purposes such as small emergency purchases, matching funds for new equipment, and end of the year appreciation to Student Checkout workers for their hard work. In the event a student has a problem contributing to the F-can they can always pay the full amount at the front desk and then bring the receipt back to Checkout.

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 metal 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 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 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 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 will no longer be given 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/FEEES 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.

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 HAND IT OVER THE COUNTER TO JUST ANY CHECKOUT EMPLOYEE!!!!** The item should be handed directly to Tony Purpura or Colette Campbell.

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. 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 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:

- 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...).

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.**
- 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.
- 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.
- **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 reservation.

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. **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 THE 1ST MORNING CLASS STARTS.**

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 will incur 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	Entry to mid-level video camera plus tripod (on-board audio only)	No other equip.
200 Level 222-Lighting	Entry to mid-level video camera plus tripod (on-board audio only)	No other equip.
232-Acting	Entry-mid level video camera plus 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	Entry to mid-level video camera plus 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, Lowel Kits, Light pole, light stand, mid-level video cam, (pd150-170s, dvx-100) 2 C-stands, 1 bounce card	No SR11, Bolex, Arri light kits No HVX, dolly, jib, BBGK No sound gear
261- Prod Design	Entry to mid-level video camera plus tripod	No other equip.
300 Level All courses		Mole Combo #5, SR11(a), BBGK, Jib, Arri Kit #1 (Capstone and/or Thesis only gear)
472/474 Capstone	Quantity Limits only.	

These gear restrictions were put into place by the Equipment Committee

Grad Gear Allocation (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.

CAMERAS –

1st yr - Eluras, Scoopics, Arris (M,SB), PD-150, PD-170, DSR-250, DSR-570, V1U

2nd yr - Arri SR1, A1U, Z1U, HVX-200, HD-700

3rd yr + - Quantity restrictions apply

CAM ACCESSORIES –

1st yr - SD lenses, SD Monitors, (sm) slates, Analog and Digital light meters, Endoscope Lens

2nd yr – (lg) slate, Changing tents, HD Lenses and Monitors, Underwater gear, color meter, HVX Dump Drive

3rd yr+ - Quantity restrictions apply

CAM SUPPORT –

1st yr – 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

2nd yr –, Miller-cartoni, **Cartoni C-20, O'Connor, and Sachtler may only be reserved for use with SFP cameras**

3rd yr+ - Quantity restrictions apply

EDITING –

1st yr - Hard drives

3rd yr+ – HD deck (time restriction applies)

GRIP –

1st yr -Impact and/or Matthews C-stands, Fog machine, Gobo arm, compact and multi box -grip kits, 42" light disc

2nd yr – 22" and 52" Light discs, Road rags, microdolly, ABC Jib/Ronford Sticks

3rd yr+ - Quantity restrictions apply

LIGHTING ACCESSORIES –

1st yr - All light stands, extension cord kits, light poles

2nd yr – Dimmer Kit

3rd + Quantity restrictions apply

LIGHT KITS –

1st yr - Arris, Mole Combos, Pro kit, Ambi kit, DP kit

2nd yr – Scoops, Broads, C-Clamp totas, Cool-Lux, L-Light, Mickey Mole, Case light, Tota, HMI, SGK 1 and 2

3rd yr – Arri kit #1, Mole Combo kit #5, Quantity Restrictions Apply

SOUND ACCESSORIES –

1st yr - Boom poles, baskets

2nd yr – Parabolic mic holder

3rd yr+ - Quantity restrictions apply

MICROPHONES -

1st yr – handhelds, shotguns 8735b, 66, 80, wired lavs, sound kits, stereo mic kits, shotgun kits, cardioid kit, HDRs, Zoom recorders,

2nd yr – km-100, wireless lavs, all mixers

3rd yr – me-67, 816 shotgun, Quantity restrictions apply

MISC -

1st yr – Fire Extinguisher, V-Mount Battery Charger

2nd yr – Blind, Field Safety Kit, Walkie Talkies

3rd yr – Quantity restrictions only

These gear restrictions were put into place by SFP Options Coordinators and Faculty.

(print full name) _____

STUDENT CONTRACT

The Responsibilities of all FSP Students are clearly stated within the *FSP Undergraduate Checkout Use Policies and Procedures* document (version *SP.2011*). Questions or discrepancies must be discussed with the Technology Coordinator before the signing of this document. By signing this document you are accepting responsibility for and agree to abide by the details outlined by these policies and procedures.

_____ (*intl*) 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). These contracts are frequently updated, and students will be asked to sign the newest revision at the beginning of each semester. Unpaid charges for late returns, loss or damage of equipment will be reported to the Business Office. Students who do not pay for lost or damaged equipment will not be allowed to register for classes or graduate. Students contesting a charge should first see the Technology Coordinator, The Equipment Committee and then the Director in the event no resolution can be reached.

_____ (*initial*) I understand that University legal and risk management policies are explicit regarding equipment use. Students using SFP equipment for non-class related work (any personal or commercial use) will lose all equipment privileges for the remainder of their time with the program and are required to meet with MSU Legal Counsel, MSU Grants and Contracts, MSU Risk Management, MSU Internal Audit, The SFP Film Options Coordinators and the SFP Director.

_____ (*intl*) In the event any student wants to add gear (not already specifically cleared for the assignment by the instructor) to a reservation after it has already been placed in the computer, the student will be required to obtain additional approval from the Instructor of that course.

_____ (*intl*) In the event a reservation holder does not check/report a piece of damaged or malfunctioning equipment before leaving the Checkout area and it is broken/malfunctioning/missing upon return, the reservation holder will be charged for the full cost (or deductible) of its repair or replacement.

_____ (*intl*) I acknowledge that there is a \$25.00 FEE FOR ANY KIT that still requires cleaning and/or repacking when given to Checkout. In the event students turn over dirty/taped/unorganized or improperly coiled equipment to Checkout, Producers will be charged. Use of the lobby is encouraged to repack, coil, wipe down and organize kits BEFORE handing them over to Checkout employees.

_____ (*intl*) Late Fines will increase on the account every day for every item or kit returned incomplete or with missing items. STUDENTS WILL BE EXPECTED TO PAY THESE FINES EVEN WHEN THE ITEMS ARE RETURNED.

_____ (*intl*) Students will be charged a \$25.00 "cold" fee if equipment is returned very cold to the touch. These charges will be paid before additional items can be checked out. Garages and automobile trunks are NOT appropriate storage facilities October through May unless they remain heated - above 40 degrees - throughout the night.

PROTECTION OF EQUIPMENT

_____ (*initial*) I understand that equipment should be safeguarded at all times and all locations - even in MSU buildings, including the Checkout lobby. I should never leave equipment unattended in a car, van, or truck.

_____ (*intl*) **BBGK Addendum:** Because the BBGK involves so many items, it is not available for same day turn-around. Senior productions utilizing the BBGK will be required to pick up gear at noon on their pick-up day and return gear to Checkout by 8:00am on their return day. Use of the BBGK requires the rental of a U-haul.

_____ (*intl*) I understand that an electronic .pdf file of the detailed and valuable Checkout “Gear Book” will be sent to me in an email and the hard copy is available at Checkout. It is my responsibility to read those pages that apply to any gear in my care.

I hereby declare that I have read and understand this electronic document in its entirety and agree to comply with the policies and procedures within.

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