GCU Digital Film Production Lab Rules & Procedures

*Cooperation and good communications are essential.*

**1. EQUIPMENT RESERVATION**

A. All equipment must be requested/reserved at least one week in advance. ***THERE ARE NO WALK IN EQUIPMENT CHECK-OUTS.***

B. To reserve equipment, a student must first have an account with GCU’s DFP Cheqroom. To be granted access, an email must be sent to [DFPequipment@gcu.edu](mailto:DFPequipment@gcu.edu).

Once a student has been granted access, the student can browse the items allocated to the course the student is currently enrolled in. ***If a student attempts to reserve equipment that is not allowed for that class, the reservation will be canceled and the student may receive a strike on the account.*** The student can then select which items to be reserved and select a check-out period (Monday through Thursday; Friday through Tuesday) as well as a check-out time and check-in time. Once all information is filled out, the student will submit the reservation request.

1. Submission of the Equipment Request form will **NOT** guarantee equipment. The student should receive confirmation that the equipment request was received within 1 business day. Within 2 business days, the student should receive either confirmation of the request **OR** an email from the Equipment Cage detailing changes that must be made. The student must respond to the email from the cage within 72 hours; if there is no response, the reservation may be cancelled.

C. All check-outs and check-ins are by appointment only. If a student is more than 10 minutes late for the equipment check-out, the reservation will be cancelled.

**2. STUDENT RESPONSIBILITIES DURING CHECK-OUT HOURS**

A. Students must be on-time for appointments with the Equipment Cage.

B. It is the student’s responsibility to inspect and conduct a thorough prep of all equipment

during check-out hours to verify that reserved equipment is on hand and is working properly and

is in good condition.

C. Malfunctioning equipment, missing parts from equipment packages, and/or scratches/visual damage **MUST** be brought to the attention of the Departmental Staff.

D. The Equipment Manager will provide the student with the equipment requested and confirmed through Cheqroom. Any changes in equipment being taken (or left behind) must be updated within Cheqroom by the Equipment Manager.

E. Once the student is confident all equipment has been thoroughly checked and in good working order, the student will notify the Equipment Manager. An email will be sent to the student, confirming what equipment has been checked out and when it is due back.

**3. EQUIPMENT LIABILITY**

A. Before students may borrow or use any DFP Departmental equipment, each student must review this set of guidelines and agree to abide by them. This is required to be given access to Cheqroom.

**4. LOST, STOLEN, BROKEN , or DAMAGED EQUIPMENT/PARTS**

A. ***STUDENTS BORROWING DEPARTMENTAL EQUIPMENT ARE RESPONSIBLE FOR***

***ANY TYPE OF DAMAGE OR LOSS*** of equipment and/or parts that may occur while in their

possession and **MUST REPORT** any damage or loss of equipment and/or parts to the Department

of Digital Film Production. The department will provide the exact cost of the damage or loss, TO

BE PAID BY THE STUDENT before the end of the current semester.

B. In the case of LOST or STOLEN equipment, the student MUST:

1. Immediately file a report with the appropriate police department;

2. Provide a copy of the police report to the Department of Digital Film;

3. Meet with Department Chair to explain all details pertaining to the alleged incident;

4. Meet with any University officials, if requested, to explain the circumstances of the

loss.

C. If departmental equipment becomes DAMAGED during the period of check-out, the student

**MUST**:

1. Notify Equipment Managers as soon as possible;

2. Meet with Department Chair and arrange to reimburse the Department for the repair or

replacement of the damaged item(s).

D. Students who fail to observe and follow the above course of action shall be denied further use

equipment until financial obligation and/or arrangements have been fulfilled. Furthermore,

depending on the nature or circumstances of the situation, the student may face additional

disciplinary action as decided by the University.

**5. EQUIPMENT RETURN POLICY**

A. EQUIPMENT MUST BE RETURNED ON TIME. **If a student is late for the check-in appointment, the student may be assessed a late fee, financial responsibility for any equipment that remains missing, a deduction in the letter grade for the assignment, loss of access to the Equipment Cage and Computer Lab, and/or a strike on the account.** The Equipment Managers will inspect all equipment thoroughly for damage when equipment is returned.

B. Due to security issues, dropping-off equipment and leaving it unattended in the department

office, classroom, hallway, or staff office prior to or after regular check-in hours is prohibited.

Violation of this policy may also lead to suspension of equipment usage.

**6. “OUTSIDE” USE OF DEPARTMENTAL EQUIPMENT/FACILITIES**

A. Departmental equipment and production/post-production facilities are to be used for class

projects ONLY and, therefore, will NOT be used for commercial, non-commercial, or personal

purposes.

B. “Outside” projects may be approved only if the following conditions are met:

1) The proposed project, in terms of content, scope, detailed schedule, cast, and crew list must first be approved by the Department of Digital Film;

2) The content of the project, along with production parameters, must not violate

guidelines and/or policies as established by the Department of Digital Film within

GCU’s College of Fine Arts and Production.

3) All students that participate in any aspect of the production must be officially enrolled

in the Department of Digital Film.

C. Production students are prohibited to allow anyone, other than those enrolled in their same

production class, to handle, store, or operate Departmental equipment.

**7. COMPUTERS INSIDE THE EDITING LAB**

A. Desktops are available for use between courses and between the hours of 6am and 10pm.

B. To allow the computers to run more efficiently, and save students from editing frustrations,

the computers will be wiped on a monthly basis. Expect by the last Friday of every month to

see the desktops free of all projects and clips.

1. GCU is not responsible for any lost or deleted projects. Students should have an external

hard drive to store projects on.

C. Only students currently enrolled in production courses should have the student lab password. If a student is found sharing the password with students not currently enrolled, he/she may have his/her privileges revoked.

D. Computers are for class projects ONLY. They should not be used for personal activities. If a student is caught using the computers for non-course work, the student may have their privileges revoked.

**8. WHISPERROOM USAGE**

The WhisperRoom is available by appointment only. Please email [DFPequipment@gcu.edu](mailto:DFPequipment@gcu.edu) to reserve a time. The WhisperRoom is available from 9am to 5pm Monday through Friday. When emailing your reservation, state how many hours you will need.