

CCM Film and Broadcast Media Production Stage Policy:

The Rental House manages the Production Stage in collaboration with the CCM Division. The Stage serves as both a classroom for production classes as well as a lab space for students during non-class hours. The Stage contains dedicated equipment, and requires special training and permissions in order to gain access.

User Agreement

Patrons who reserve/rent the Stage are bound by our usage policies as outlined in this document. Patrons are responsible for the condition of the equipment and facilities while it is signed out under their name - and will be held accountable for damages, loss or theft. Users are not permitted to remove any equipment from the Studio facilities for any reason, and agree to return all equipment to their appropriate places and settings within the space. Users must sign an agreement stating that they have read and understood the policies each time they check out equipment.

Who May Reserve The Stage

Current Champlain College students, faculty, and staff may access the production studio. Reservation priority will be given to Film and Broadcast faculty, then to students enrolled in production classes.

Access and Permissions

The Stage has unique usage and safety requirements, and operates using multiple tiers of access - each requiring different levels of training and certification:

Floor Access: *No training required.*

ID Card grants general access to the space, but not to the grip closet or the lighting grid.

Closet Access: *Course enrollment required.*

ID Card opens the front door as well as the grip closet.

Grid Access: *Course enrollment and grid demo/training required.*

Hard key unlocks padlock which secures the staircase ladder needed to access the grid.

Reservation and Checkout Process

1. Call or come in to schedule a reservation in the Production Stage Google Calander
2. Patrons must make a separate reservation for the ID card key for access to the space
3. Patrons must pick up and sign rental agreement at the Rental House before their reservation begins
4. Patrons must report any damage to the equipment or facilities promptly
5. Patrons must replace all equipment, clean and organize the space before leaving

Reservation Period

There is no explicit maximum length of time a reservation may be made in the Stage, however Rental House staff retain the right to limit the duration of a reservation when it might create an unfair limitation of access for other Patrons, or when time is needed for Rental House employees to service the facility.

Failure to Reserve the Space and Sign a Rental Agreement

If a student is found to have used the Stage without signing a Rental Agreement, they will be referred to the Office of Student Conduct for a disciplinary hearing. All unauthorized use of the Stage and equipment therein is considered a serious infraction of the Code of Conduct outlined in the Student Handbook.

Stage Damage and Loss Policy

Upon pickup, the Patron must sign the rental agreement which signifies that they agree to our rental policies, the scheduled return deadline, and to keep all facilities, systems, and equipment therein, in good working order. The Patron is therefore responsible for any replacement or repair costs due to damage/loss.

When a Patron reports damaged or missing items, their access to rental equipment will automatically be suspended. The Patron will be required to complete and submit the LDM Form (Late/Damaged/Missing Form). This form gives Patrons the opportunity to acknowledge the issue(s), and choose whether to accept or appeal any fines or other penalties. After the form is filled out and submitted to a Rental House employee, the Patron's rental privileges will be immediately reinstated.

Each appeal will be reviewed individually within one week, and a confirmation email will be sent to the Student's college email account to arrange a meeting with the Media Equipment Coordinator to discuss the issue(s). If a resolution between the Patron and the Media Equipment Coordinator cannot be found, the case may be referred to the Office of Student Conduct for further review and resolution. The Rental House retains the right to refer any LDM issue to Student Conduct, and will automatically do so after three LDM issues in one semester.

We value your open, honest, and timely engagement with our reservation operation and policies. All attempts on your part to resolve issues fairly and quickly will be taken into consideration. Please be as specific as possible when completing the LDM form.