



13 March 2020

Dear Students,

In accordance with the College's goal to manage risk and prevent the spread of the COVID-19 virus, and in conjunction with leadership in Information Systems and the CCM Division, the following steps have been put in place for the Rental House:

1. The Rental House will cease all in-person operations, effective immediately.

- There will be no checkouts, reservations, or returns until further notice. This applies to all students, faculty, and staff. **There will be no exceptions.**
- Anyone who has equipment checked out currently is asked to hold onto and safeguard equipment until a future update via email.
- All reservations from March 13 onward will be cancelled
- Reservations will not be available in Patron Portal

We know the closure of the Rental House will cause disruption to the creative academic work of students and faculty. It has been a hard decision, made for the following reasons:

- In alignment with the directive of the College, we need to not encourage students to return to campus. Our decision is in accordance with the closure of other on-campus services, including the Library.
- Equipment from the Rental House are considered high-touch surfaces. Even with internal faculty and staff rentals, there is the risk of contamination and spread.

2. The Production Stage will be locked and any keys currently checked out will be deactivated.

3. A few online and outside resources are available:

- For free local equipment rentals, our partner, Media Factory, may be an option, however, they may be closing soon as well.
- Online equipment demonstrations and resources are available on the [Rental House Website](#).

Once again, we recognize this will greatly impact your projects, especially senior productions, but out of caution and safety for our students, staff, faculty, and community, we have made the hard decision to close. We truly apologize for the inconvenience and appreciate your understanding. We will continue to update students, faculty, and staff of any changes to our plan. Please be sure to check the College's [Update Site](#) regularly, FAQs and communications are being updated and posted daily.

Please know that I will still be available as a resource in a virtual setting via email, phone, or Google Hangouts to offer any online resources I can and answer any questions. I hope you stay safe and healthy, and I look forward to the day when we see each other on campus again.

Sincerely,

Brendan Bubion

Sr. Coordinator, Production Equipment Rental House

Champlain College

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