

# 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 reserve the space.

## Who May Reserve The Stage

Current Champlain College students, faculty, and staff may access the production studios free of charge. 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 a staircase ladder needed to access the grid.

## Reservation and Checkout Process

1. Call or come in to schedule a reservation
2. Patrons must sign rental agreement before their reservation begins and pickup key at Rental House
3. Patrons must report any damage to the equipment or facilities immediately before starting work
4. Patrons must replace all equipment, lock all doors, clean and organize the space before leaving
5. Patrons must leave the stage at the end of the reservation and return key to the Rental House

## 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. Patrons are only allowed to be in and use the stage during the Patron's designated reservation time frame. Any use of the stage beyond the scheduled reservation time may result in a late fee or loss of stage access privileges.

## 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.

## Cleaning Policy

As the stage is frequently used for courses, and by other Patrons, it is important to properly care for the space and return the stage to its default state following any use of the space. Upon arrival in the stage at the start of the reservation, please let Rental Staff know immediately of any problems in the cleanliness or state of the stage, or leave a message on the Rental House phone: (802) 865-5748. At the end of the reservation, it is the responsibility of the Patron to return the stage to a clean state, including, but not limited to the following:

- Returning equipment to the designated areas as indicated by signs and photos in the stage
- Disposing of any garbage or waste in the designated bins in the foyer of the stage.
- Any large items brought in by the Patron such as (but not limited to) props, furniture, and equipment, must be removed from the stage and cannot be left in the foyer

*Failure to clean and reset the stage at the end of the Patron's reservation may result in the charge of a cleaning fee of \$50 to the Patron's Champlain Account. Repeat offenses may result in loss of access privileges.*

**Paper Roll Backdrop:** The stage features a paper roll backdrop, which needs to be mounted and cared for while being used. If a Patron would like to use the paper backdrop during the reservation, the Patron will need to notify Rental House staff when making the reservation. Only use sandbags or weights can be used to hold down the paper roll, as tape may damage the paper. At the end of the reservation, the paper backdrop must be rolled up and returned to the holder. If the paper is left unrolled, the patron will be charged the cleaning fee.

**Lighting Grid:** In order to use the lighting grid, the Patron must complete proper training with the Rental House Staff. *Any lights already in the grid and/or connected to the DMX board must not be moved or adjusted.* Any lights added to the grid by the Patron must be secured with a safety cable. The grid ladder must be locked and secured to the wall following the Patron's reservation.

**Tape:** No tape or adhesive besides *Camera Tape or Gaffer Tape* may be used in the stage, or on any flats or equipment. Patrons must pick up any tape when finished and be careful not to peel off any paint. Failure to do so may result in the charge of the cleaning fee.

**Doors:** Patrons must ensure that all doors are closed and locked when no one is present in the stage, and at the end of the reservation. Failure to secure and lock all doors will result in possible loss of stage privileges.

**Glitter/Confetti:** The use of glitter, styrofoam, confetti, fake snow, or other fine loose materials is prohibited.

## 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, and a confirmation email will be sent to the Patron'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 Senior 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.

*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.*

## **Safety Policies**

**Fire/Smoke/Fog:** No candles, open flames, or other flamambles are allowed in the stage. In addition, the use of smoke or fog is prohibited in the stage.

***In an emergency: Call 911, or Public Safety (802) 865-6465 or ext. 6465 from the stage phone***

***For any equipment or stage problems, call the Rental House, ext. 5748. Please leave a message if the Rental House is closed or staff is unavailable.***