

FAQ for Media I Students

How do I get access to media equipment?

All students must follow Media Center [policy](#) while using our equipment and our studios. Please review this policy before signing our [Access Agreement](#) form. **You will not receive any access** to our equipment or studios if you have not signed our Access Agreement form. No exceptions. Please allow for a 24hr (during business days only) turnaround time to get your information added into our systems. We **do not** process any forms on weekends.

How do I reserve media equipment?

To reserve equipment, you will use our [reservation system](#) (equipment.mcad.edu). All reservations must be made 15 minutes prior to your pickup time. Please be conscientious of the amount of equipment you request and timing. For example, if you reserve 12 items with long lists of kit inclusions, you can expect to have your equipment ready in a half an hour, maximum, if there are no other checkouts or returns during that time.

What if I want to have something for longer than 5 days, or I want to check out Tech equipment?

Any equipment that appears on our reservation system is equipment that's available to you. Not all Tech items will be visible, however, as these pieces require special training and care. **Tech equipment is not reserved through our normal reservation process.** You must submit a [Personal Proposal](#) if you'd like to check these items out. A list of all of our equipment can be found [here](#). Likewise, if you see something on the equipment list that isn't visible to you in our reservation system, you can submit a Personal Proposal to use the equipment. **Personal Proposals must be submitted at least 3 business days in advance.** Personal Proposals are approved and denied at the discretion of Media Center staff.

What if I return something late?

As stated in the policy, all equipment must be returned on time. Late fines accrue within 15 minutes of your scheduled return time. Media Center staff **do not** offer extensions unless there is an emergency. Our reservation system sends out automated emails reminding you of your

return times, and more often than not, staff verbally remind you of your return times. Late fines are processed on Fridays, and usually appear in MaxPay during the following week. There are no penalties for returning items early.

What if I break equipment? Am I liable?

If you find something missing or broken with your equipment, you will need to submit our [Repair Form](#). This includes equipment that you yourself did not break, but have found broken. Please indicate this in the form, so we know not to charge you for the repair or replacement. However, if you break or lose equipment, you may be partially liable, depending on the situation. You will work with our department head to determine any fees incurred.

How do I get into the Black, Gray, or Sound Studios?

The Media Center uses [Places and Spaces](#) for studio reservations. You **must** pick up keys from the Media Center to be granted access to these studios. Keys accrue late fines immediately after they're late, there is no grace period. Please be aware that other students have reserved time immediately after your reservation, and by returning keys late, you are cutting into their reservation. However, if you are in a stop-motion animation class, you have 24/7 access to the Black Studio.

What if I want to use the studios after hours?

The Media Center provides access to our studio spaces after hours, starting 15 or 30 minutes before closing time, depending on the space and day. Please see our *Late Night* schedule in Places and Spaces.

What if I want to use two studios at once?

We do not typically allow simultaneous reservations of studio spaces, except by Personal Proposal.

Please respect the studios: clean up after yourselves, respect other users, and under no circumstances are the following substances allowed on sweeps: candles, paint, glitter, fake blood, and more items as listed in the studios themselves.

Misuse of equipment or studios can result in total loss of access to the Media Center.