

DePaul University School of Cinematic Arts
DIGITAL CINEMA STAGE
EQUIPMENT CHECK OUT POLICIES 2015/2016

Digital Cinema Production Facility
14 E. Jackson St. Suite LL103
Chicago, IL 60604
312-362-6281
SCAStage@cdm.depaul.edu

Hours of Operation

- Monday through Thursday, 9:00 am to 9:00pm
- Friday and Saturday, 9:00am to 5:00pm
- Sunday, 12:00pm-6:00pm (Approval required, see Stage Office for reservation information)
- December Intersession, Spring Break and Summer term hours vary

Equipment Reservations

- DePaul CDM equipment shall not be used for paid work, whether on a student shoot or as a freelancer for hire.
- DePaul CDM equipment shall not be used for projects not related to DePaul University, whether paid or unpaid. The equipment is not to be used in the service of any outside company, organization, or individual.
- Any student determined to be violating either of the above policies will be barred from accessing DePaul CDM equipment for a full calendar year.
- Each student's enrollment will be verified when making a reservation or checking out equipment. Access to equipment is determined by the courses in which the student is enrolled.
- Students wishing to use equipment for an unpaid project outside of class must fill out an Independent Project Equipment Request form, which is available at all locations. The form requires the student to identify the principle crew members, and to obtain the signature of a DePaul SCA faculty or staff member familiar with the project. Filling out the form does not guarantee approval of the request, however, pending timing and quantity of equipment requested.
- Equipment reservations may be made in person or by telephone
- Reservations must be made at least 24 hours before the pick-up date, but no more than 30 days prior to the pick-up date.
 - Students filming MFA thesis projects may make reservations up to 60 days prior to the pick-up date. Thesis committee approval required.
- Arri & Mole Richardson Lighting Kits may be checked out without 24 hour notice on an availability-dependent basis.

Reservation Cancellations

- Please contact the DC Stage by phone at least 24 hours in advance of pick-up date if you must cancel a reservation.
- Reservations that are cancelled within 24 hours or No Call/No Show are subject to a fine.
- Reserved equipment must be picked up on the first day of the reservation period.
- Equipment Checkouts that are not picked up by their scheduled time will be returned to stock.
- Consistent failure to pick-up reserved equipment at the designated time may result in a suspension of check out privileges.

Period of Equipment Loan

- Equipment is loaned out for a period of 48 hours (3 days, 2 nights). For example, Monday pickup Wednesday return, Tuesday pickup to Thursday return.

- As the DC Stage is open on Sundays by approval only, equipment picked up on a Friday is due on Monday. Any Sunday returns must be approved by the DC Stage manager prior to reservation.
- Special requests for longer periods of loan may be accommodated by the DC Stage manager. Such requests must be made in advance of the reservation and will require justification and a consultation with the DC Stage Manager and the student's instructor.

Check Out

- Equipment checkouts are conducted after 1pm each day.
- The student should allow for ample time to conduct the check out. Equipment must be checked thoroughly by students.
- Equipment may not be picked up by anyone other than the student under whose name the reservation was created.
- Upon reservation pick up, students may not be able to add on additional equipment requests. Additional add-ons must be made in advance of reservation.
- By accepting equipment into his or her possession, the student indicates that all items and component parts are present and listed on their checkout sheet. Therefore, the student must make sure that all items are accounted for before leaving the DC Stage.

Equipment Return

- Equipment must be returned by the designated return time on the date it is due. This deadline is firm.
- Equipment return times are only available between 9am and 11:30am on weekdays.
- Equipment must be returned in clean, well packed, and fully functional condition. The Equipment Center staff will inspect and test the equipment. The student should allow for ample time for this inspection.
- Any items or component parts missing upon return will be billed to the student. Please see heading below, Missing and Damaged Equipment, for details.
- The repair costs for any items found damaged will be billed to the student. Please see heading below, Missing and Damaged Equipment, for details.

Equipment Extension Requests

- Extension requests will no longer be accepted under any circumstances, as of December 1, 2013. Any reservation extensions must be made in advance with DC Stage Manager while making your reservation

Penalties for Late Returns

- Any student who fails to return equipment on time will be fined as follows:
 - First violation in any quarter: **\$25**
 - Each successive violation in the same quarter: **\$50**
- **An additional \$25 fine will be levied for each day the equipment remains overdue**
- If a student has outstanding fines unpaid at the end of any given quarter, SCA Operations Staff will place a financial hold on the student's University account, preventing registration for future classes until the fines are paid in full
- "Only the Digital Cinema Stage Manager can waive a fine for late return."
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Missing and Damaged Equipment

- If an item or a component part of an item is not in the package at the time of return, the student will be held responsible for its replacement.
 - The student will be given 7 days to find and return the missing item(s). Late penalties will apply to students who return missing items within the 7-day period.
 - After 7 days, the student will be billed by the DC Stage Manager for the replacement cost of the item(s). The student will have 14 days from the date of billing to make payment.

- Failure to make payment within 14 days of billing will result in the suspension of the student's equipment access until the debt is paid in full.
- If an item is found to have been damaged while in the student's possession for any reason, the student will be held responsible for the repair costs. The repair provider will be selected solely at the discretion of the DC Stage Manager.
 - The student will be notified of the repair costs as soon as an estimate is acquired from the repair provider. The student must make payment within 14 days of notification. Failure to do so will result in the suspension of the student's equipment access until the debt is paid in full.
- If the total amount of the replacement or repair costs is greater than \$100.00, the student may request an installment-based repayment plan. Terms of repayment plans will be determined by the Digital Cinema Stage Manager on a case-by-case basis.

Check Out Privilege Probation

- Students who repeatedly abuse CIM equipment, or are repeatedly in violation of the policies contained in this document, may be placed on probation.
- For the duration of the following quarter in which the student is enrolled in a SCA/DC class, the student's check out privileges will be placed on probation. Any single violation of these policies will result in the suspension of the student's check out privileges for the remainder of that quarter.
- Students in violation of their probation will be placed on probation again for the subsequent quarter.
- If a student violates his or her second probation, his or her check out privileges will be suspended indefinitely.

Entry to Equipment Rooms

- Students may not enter the DC Stage or Camera Cage at any time unless so instructed by the DC Stage Staff or Manager.

Repeated violation of the above rules and regulations can result in penalization up to and including temporary or permanent suspensions of check out privileges as determined by the Digital Cinema Stage Manager and SCA Faculty.