

POLICIES
and
PROCEDURES

for use of

EQUIPMENT
and
FACILITIES

Film and Electronic Arts Department
California State University, Long Beach

May 10, 2006

POLICIES AND PROCEDURES

for use of

PRODUCTION FACILITIES AND EQUIPMENT

of the

Film and Electronic Arts Department

California State University, Long Beach

ALL STUDENTS are expected to familiarize themselves with the Film and Electronic Arts Department's policies and procedures for using its media production equipment and facilities. READ ALL of the instructions and guidelines carefully: YOU WILL BE RESPONSIBLE FOR FOLLOWING THEM.

The Film and Electronic Arts Department maintains a variety of equipment and facilities for students' use in completing course assignments. WE CANNOT FUNCTION WITHOUT OPERABLE EQUIPMENT AND FACILITIES. This HANDBOOK OF POLICIES AND PROCEDURES is intended to minimize the possibility of damage and increase availability of media production equipment. Broken equipment due to carelessness not only denies its use to others, but ultimately reduces your own access to media production facilities and sacrifices the quality of your education.

Students and faculty are expected to be cooperative with the staff in coordinating and scheduling the use of the equipment and facilities according to the given guidelines and procedures.

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A. USE OF FACILITIES AND EQUIPMENT

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It should be noted that facilities and equipment under the jurisdiction of the Film & Electronic Arts Department are primarily for instructional and departmental faculty usage only. State law prohibits the use of such facilities and equipment for personal, commercial and/or other non-instructional projects.

1. DEFINITIONS

FACILITIES will be understood to mean any designated room, to include classrooms, audio/video/film editorial rooms, lighting/cinematography stage, post-sound digital/analog audio rooms, departmental equipment check-out room, storage/maintenance rooms, and any other area located within the FA1 and/or UTC Buildings that is part of or is supervised by the *Film and Electronic Arts Department*.

ADDITIONAL EQUIPMENT will be understood to mean equipment which is not in the assigned area but is under the supervision and control of the *Film and Electronic Arts Department*.

COMMERCIAL and NON-COMMERCIAL PROJECTS will be understood to mean any audio, video, or film project that is NOT an approved class assignment, nor sanctioned by the FEA Department, and/or in which the student receives monetary compensation by an on or off-campus individual or group, or a professional organization.

“OUTSIDE” PROJECT will be understood to mean any audio, film, and/or video project sponsored and/or financed by an off-campus individual or group produced within the Department’s FEA 490 - Special Project course. Outside projects must first be approved by the Film and Electronic Arts Department and must follow guidelines, procedures, and policies as established by the University, College of the Arts and the Film and Electronic Arts Department.

COPYRIGHT CLEARANCE will be understood to mean that any student producing and/or directing an audio, video, and/or film project, containing any form of literary material, music, art work, photographs, stock footage, and other work protected by the United States Copyright Laws, has a legal-binding document from the copyright owner(s), authorizing that student to use such material, under the terms and conditions expressed in such document.

LOCATION RELEASE and/or PERMITS will be understood to mean that proper permission for access and use of any off-campus facility has been secured, in writing, and all conditions as listed by the property owner or governmental agency for the use of such facility will be observed and adhered to by all participating students and non-students.

2. WHO MAY USE DEPARTMENTAL FACILITIES AND EQUIPMENT

- A. Full-time or part-time students meeting ALL of the following conditions will be granted conditional privileges during a regular academic semester, to designated FEA equipment and facilities, as outlined in the department's Audio/Video/Film Equipment Assignment schedule (see page 30):
1. Currently **registered as an FEA major**;
 2. **Academically is in good standing** with the Department (i.e. not on academic probation);
 3. **Officially enrolled in any FEA course that requires and/or accepts any audio, video, and or film project**, as outlined in the course syllabus;
 4. **Paid required course fee**, if applicable, and the receipt is on file in the Department Office;
 5. **Completed and signed liability form**;
 6. **Demonstrated proficiency** in the handling, care, and operation of audio, video, and film equipment;
 7. **Authorized** by his/her instructor to have access to equipment and/or facilities;
 8. **Production status NOT** on hold due to a financial obligation to the Department to reimburse the FEA Department, or the University, for LOST, STOLEN, or DAMAGED equipment.
- B. A production student may be denied use of facilities and/or equipment at any time during a semester if any of the above conditions change. It will be the student's responsibility to correct any problem which led to the change before privileges can be restored.
- C. Access to facilities and equipment will be suspended at the end of each regular semester, except for production courses offered during winter or summer sessions, for the purpose of maintenance, inventory, and faculty access.
- D. Production students receiving an "I" (incomplete) in a course may **not** have access to Departmental facilities and equipment during winter or summer sessions, or during any subsequent academic semesters, for the purpose of completing course requirements. It will be the student's responsibility to procure required production equipment elsewhere at their own expense.

- E. . Only qualified students who meet all of the above conditions shall handle, store, and operate Department equipment and use Departmental facilities. At no time shall production students allow non-students or unqualified students handle, store, or operate Departmental equipment.

- F. All production students should know that access to Departmental Facilities and Equipment is a **PRIVILEGE**, *not a right*, extended to them by their instructors and the Department. Such privileges may be *suspended* or *revoked* at any time by the Department or his/her instructor, if any of the policies outlined in this handbook are violated. This also includes abusive or irresponsible behavior directed at any student, faculty, or staff member, and toward any Departmental equipment and/or facilities.

3. EQUIPMENT FAMILIARITY AND EXPECTATIONS

- A. It will be the production student's responsibility to obtain basic skills as outlined and required in any Departmental production class. The student is also expected to use a professional approach in the handling, care, and operation of any audio, video, or film equipment assigned to his/her class prior to the start of production.

- B. Classroom lectures, demonstrations, and exercises, in addition to purchasing and studying textbooks and related equipment manuals, are designed to acquaint and familiarize students with intricate details of each piece of equipment.

- C. Any student displaying careless or improper behavior and/or attitude when handling or working with Departmental equipment, whether in class or on location, will be denied further access to equipment and facilities.

- D. Students may **NOT** subject any person or production equipment to any hazardous or dangerous situations before or during production. Such actions may include:
 - 1. Stunt work;
 - 2. Filming/Taping on city, county, state roads, highways or freeways without proper permission and supervision;
 - 3. Firing blanks from a gun or using pyrotechnics on the set without proper permission and supervision;
 - 4. Aerial or underwater work without proper permission and supervision;
 - 5. Mounting equipment on the outside of a moving vehicle without proper permission and supervision;

(continued on next page)

6. Other situations that involve a high degree of risk and that will require a certified or qualified personnel to supervise that activity

4. EQUIPMENT AND FACILITY RESERVATION

- A. Students are encouraged to reserve equipment required for a production early in the semester to avoid schedule conflicts later in the semester. Cooperation and good communications are essential. A reservation system for post-production facilities and production equipment is located in the equipment room.
- B. Operating hours of the equipment room is 8:30am to 6:00pm, Monday thru Thursday, and 9:30am to 4:30pm on Friday. Checking out and/or prepping equipment may not extend beyond the closing time period.
- C. Equipment to be checked-out to evening classes must be picked-up prior to the 6:00pm closing time. Special arrangements for equipment return should be made by the instructor.

5. STUDENT RESPONSIBILITIES DURING CHECK-OUT HOURS

- A. The operating hours of the Equipment Room will posted at the beginning of each semester. Students must be available to pick-up and/or return equipment or reserve facilities and/or equipment during that particular time period. The cut-off time for check-out and/or check-in will be thirty minutes before the established closing time of the check-out room.
- B. It is the student's responsibility to **inspect** and conduct a thorough **prep** of all equipment during check-out hours to verify that reserved equipment is on hand and is working properly and is in good condition.
- C. Malfunctioning equipment and/or parts missing from equipment packages **MUST** be brought to the attention of the Departmental Staff.
- D. The check-out attendant will input all out-going equipment into the Department's database. A printout will reflect what the student is responsible for and the date that it must be returned.
- E. The student will **review** and **sign** the printed computerized copy of the Equipment Issue Receipt form (see sample form on page 32).
- F. Detailed explanation of the equipment check-out process may be found in the **RESERVATION AND CHECKOUT PROCEDURES** section of this handbook, beginning on page 13.

6. EQUIPMENT LIABILITY

- A. Before students may borrow or use any FEA Departmental equipment and/or facilities, an *Equipment Liability Agreement Form* (see page 18) must be completed and processed by Departmental Staff.
- B. A new liability form must be completed by returning students at the beginning of each semester to ensure all vital information is current and updated.

7. LOST, STOLEN, BROKEN , or DAMAGED EQUIPMENT/PARTS

- A. **STUDENTS BORROWING DEPARTMENTAL EQUIPMENT ARE RESPONSIBLE FOR ANY TYPE OF DAMAGE OR LOSS** of equipment and/or parts that may occur while in their possession and **MUST REPORT** any damage or loss of equipment and/or parts to the responsible engineer. The engineer will provide the exact cost of the damage or loss, **TO BE PAID BY THE STUDENT** before the end of the current semester, and send a report to the student and the Department Chair.
- B. In the case of **LOST** or **STOLEN** equipment, the student **MUST**:
 - 1. Immediately file a report with the appropriate police department;
 - 2. Provide a copy of the police report to the Film and Electronic Arts Department;
 - 3. File a Stolen Item Report form at the Film and Electronic Arts Department;
 - 4. Meet with Department Chair and Departmental Budget, Equipment and Facilities Committee to explain all details pertaining to the alleged incident;
 - 5. Meet with the University's Property Survey Board, if requested, to explain the circumstances of the loss.
 - 6. Arrange to reimburse the Department for the full value of all missing equipment checked-out to the student.
- C. If departmental equipment becomes **DAMAGED** during the period of check-out, the student **MUST**:
 - 1. File a Damaged Equipment form at the Film and Electronic Arts Department;
 - 2. Meet with Department Chair and arrange to reimburse the Department for the repair or replacement of the damaged item(s).

- D. Students who fail to observe and follow the above course of action shall be denied further access to or use of facilities and equipment until financial obligation and/or arrangements have been fulfilled. Furthermore, depending on the nature or circumstances of the situation, the student may:
1. Be suspended or removed from the Production Option of the FEA Program;
 2. Have all University Records frozen until financial
 3. Obligation and/or arrangements have been fulfilled;
 4. Be subject to disciplinary action by the Office of Judicial affairs.
- E. Students must report **BROKEN** or **MALFUNCTIONING** equipment to the staff as soon as possible by completing the appropriate form (see page 20, available in the equipment check-out room).

8. EQUIPMENT RETURN POLICY

- A. **EQUIPMENT MUST BE RETURNED ON TIME.** *Any student who fails to return equipment on the date, as indicated on the check-out form, will receive a written notice regarding the violation of this policy. A second infraction will result in the student being denied further check-out privileges.* It will be the responsibility of the student to make arrangements outside the University to secure the necessary equipment in order to finish his/her project. The student may also be penalized in his/her course grade, at the discretion of the instructor, if this infraction causes a delay or setback in other student productions.
- B. **EQUIPMENT MUST BE RETURNED DURING SCHEDULED CHECK-IN HOURS.** The student must deliver all equipment, as listed under his/her name on the check-out form, no later than the due date, *as indicated on the check-out form*, to the equipment room during posted hours, located UTC-205, for *clearance*. This process involves inspecting each item for missing parts and/or overall working condition.
- C. Due to security issues, dropping-off equipment and leaving it unattended in the department office, classroom, hallway, or staff office prior to or after regular check-in hours is prohibited. Violation of this policy may also lead to suspension of equipment usage.
- D. Students may make arrangements with the equipment room staff to temporarily store returning production equipment prior to the official check-in date. (continued on next page)

However, the student whose name appears on the check-out form is still responsible for such equipment during that interim period, will still be required to participate in the inspection and check-in of such equipment during the official check-in period.

9. “OUTSIDE” USE OF DEPARTMENTAL EQUIPMENT/FACILITIES

- A. Departmental equipment and production/post-production facilities are to be used for class projects **ONLY** and, therefore, will **NOT** be used for commercial, non-commercial, or personal purposes.
- B. “Outside” projects may be produced through FEA 490 - Special Projects, only if the following conditions have been met:
 - 1) The proposed project, in terms of content, scope, course outline, syllabus, and detailed schedule, must first be approved by the Department of Film and Electronic Arts;
 - 2) The course may only be offered during summer to avoid facilities/equipment conflict with departmental productions courses during the fall and spring academic semesters.
 - 3) A facilities and/or equipment usage fee, as negotiated and approved by the Department of Film and Electronic Arts, must be paid prior to the first day of production.
 - 4) The content of the project, along with production parameters, must not violate guidelines and/or policies as established by the Department of Film and Electronic Arts, the College of The Arts, CSULB.
 - 5) All students and non-students that participate in any aspect of the production must be officially enrolled in the course.
- C. Production students are prohibited to allow anyone, other than those enrolled in their same production class, to handle, store, or operate Departmental equipment.

10. PRODUCTION EQUIPMENT TRANSFER PROCESS

- A. Upon prior permission from the instructor, a student may arrange to **transfer** or **loan** production equipment checked-out under their name to another qualified student(s) under the following conditions:

- 1) Any student receiving such equipment must have participated in the check-out and prepping process and must have signed the check-out form acknowledging their acceptance to the terms and conditions as outlined on the form.
- 2) All items being transferred must have been inspected for the purpose of verifying the condition and status being received.

11. EQUIPMENT ALLOCATION AND PRIORITY OF ACCESS

- A. The FEA department has allocated production and post-production equipment to specific classes on a priority basis, as outlined on page 30.
- B. Faculty members assigned to those classes will have access to the equipment during classroom demonstrations, exercises, and for assigned class projects, taking place during the weekend time period. Due to limited budget and equipment resources, certain production gear must be scheduled to students by the instructor.
- C.. During semester breaks (winter and summer), **ALL ACCESS BY STUDENTS TO PRODUCTION/POST-PRODUCTION EQUIPMENT AND FACILITIES WILL BE SUSPENDED**, to allow for maintenance and inventory purposes.

12. EQUIPMENT ALLOCATION TIME PERIOD

- A. The period of time in which production equipment may be issued to qualified students begins the first week of instruction and ends during the last week of instruction. For inventory, maintenance, security and staffing purposes, equipment may not be assigned, used, or in possession of a student, after the last day of instruction. This also included re-shoots or re-scheduling of projects due to changes during s semester.

13. COURSE FEES

- A. Students enrolled in any FEA audio, video, or film production course will be required to pay a *course* fee. Course fees are used to purchase production insurance, to include: General Liability, Workers Compensation, and Miscellaneous Rented Equipment Third Party Property Damage, that meet the requirements by the State of California, city municipal ordinances, Screen Actors Guild, production equipment rental companies, and property owners.

- B. FEA courses that require a course fee include:
- | | | |
|--|---------------|--------|
| FEA 340 – Advanced Production 1 | (Fall only) | \$ 175 |
| FEA 341 – Advanced Cinematography I | (Fall only) | \$ 175 |
| FEA 343 – Advanced Cinematography II | (Spring only) | \$ 175 |
| FEA 307 – Audio Production | (Fall only) | \$ 90 |
| FEA 309 – Cinematography | (Fall only) | \$ 90 |
| FEA 336 – Beginning Film/Video Production | (Spring only) | \$ 90 |
| FEA 381 – Directing Documentary | (Fall only) | \$ 90 |
| FEA 382 – Documentary Production | (Spring only) | \$ 90 |

14. PRODUCTION INSURANCE

A. The Film & Electronic Arts Department will provide production insurance to students enrolled in a production course that requires a course fee. Students utilize departmental insurance are required to familiarize themselves with the following information pertaining to scope and type of coverage, process of obtaining certificates, and limitations established by both the insurance policy and FEA Department guidelines, as established within the FEA Department’s “Policies and Procedures Manual”.

B. The insurance package includes three specific policies as follows:

locations: **GENERAL LIABILITY** - with a limit of \$1Million, to include \$250,000 for Third Party Property Damage. The certificate holder will be listed as Additional Insured and Loss Payee.

vendors: **EQUIPMENT, PROPS, SETS & WARDROBE** - with a limit of \$60,000 in most cases. There are several vendors with specialized equipment requiring coverage of \$150,000.

SAG actors: **WORKERS COMPENSATION** - Screen Actors Guild requires the director to be included in coverage with verification that the project is for non-commercial purposes.

Please note that students will be responsible to pay the deductible, as listed, per claim.

B. All production students are expected to get familiarized and abide by the insurance coverage process and guidelines as follows:

- 1) *Film & Electronic Arts Department of California State University, Long Beach* must appear on all rental contracts and agreement forms. All rentals must be for class-related projects that have been approved by the instructor.

- 2) Students must obtain an “**Equipment Rental/Insurance Coverage Authorization**” form from the department’s insurance coordinator ***prior*** to the rental pick-up date. The original copy must be submitted to the vendor, please do not FAX. Vendors will not accept any form that has been changed and/or modified.
- 3) All rented equipment, as listed on the rental/lease agreement contract, must be picked-up and returned by authorized students. *Under no circumstances may rented equipment, props, sets, and/or wardrobe be given to non-students for production and/or storage purposes.*
- 4) Students renting equipment on will assume full liability for such equipment during the rental period. The student named on the rental contract will pay the full deductible and any other expense related to lost, stolen, and/or damaged rented equipment.
- 5) Payments on all rentals will be **COD**.
- 6) Students will agree to comply with all terms and conditions as stated in both the department’s authorization memo and the rental agreement contract supplied by the vendor, especially in the area of handling, usage, and the proper* securing of all rented items.
- 7) The following **will not** be covered by the department’s insurance coverage:
 - a) Automobiles (personal, commercial, or rental);
 - b) Aircraft (of any type).
 - c) Underwater cinematography
 - d) Stunt props and equipment

Additional insurance must be purchased by the student filmmaker upon approval to incorporate any type of action as indicated above.

- 8) The following **will need approval** from both the FEA Department as well as the film permit office and law enforcement agency that has jurisdiction over the location prior to production (minimum of one week notice in advance will be required):
 - a) stunts (of any type);
 - b) prop weapons, special effects, to include pyrotechnics, bullet hits, firing of blanks, or any mechanical device that requires the presence of a safety officer or approval from a governmental agency;

- c) chase scenes that involve the use of any type of vehicles or situations that may endanger the lives of cast and/or crew members.
- 9) The use of any **CSULB facility and/or campus area** will require advance notification, 3 to 6 weeks, in writing to the University Police. The request to film on campus document may be picked-up at my office.
- 10) Students requiring an insurance certificate must submit a “Request for Insurance Coverage” form at least 24 hours before due date.
- 11) All non-students who are actively involved as a member of the cast or crew **MUST** have a signed “**Waiver/Release Agreement**” on file prior to production.

Please note the following:

- a) any scene and/or shot considered being dangerous, unsafe, or too risky, to any member of the cast, crew, or equipment, will not be permitted or tolerated.
- b) all prop weapons (working and/or non-working) used in a student production must have prior approval by the law enforcement.

NOTE: Any student violating any of the above provisions will be removed from the department’s production program and reported to the Judicial Affairs Office for further action.

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B. STUDENT FILM/VIDEO PRODUCTION POLICIES

The following represents Departmental policies and procedures pertaining to student productions, on or off-campus. Student participants involved are expected to implement and follow these policies thoroughly.

The purpose of establishing these guidelines is to ensure that all safety measures pertaining to film/video productions have been followed and that all Federal, County, State, and City laws, to also include CSULB campus policies, are being adhered to by all student participants.

NOTE: Failure to comply with these policies will result in disciplinary action by the Office of Judicial Affairs.

1. PERMITS

- A. It will be the responsibility of the student producer and/or director to obtain all necessary permits, if required, for each location involved with his/her production. These permits must be on-hand for inspection by any law enforcement agency.
- B. The student producer and/or director must contact the appropriate department or agency that issues film permits several days before production.

2. PRIVATE PROPERTY

- A. Student producers/directors must secure permission by the legal owner of any private property being used prior to production. Certain cities may require a film permit issued through their film permit office even though the filming location is on private property.
- B. Student participants are expected to comply with guidelines established by the property owners in terms of:
 - 1. Allocated time for prep, shoot, and wrap;
 - 2. Minimizing potential noise problems;
 - 3. Parking;
 - 4. Property handling, care, and clean-up;
 - 5. Security;
 - 6. Use of electrical power.

3. CAMPUS LOCATIONS

- A. Filming on campus will require permission from the department having jurisdiction of the building and/or facility. A “Request to Film on Campus” form explaining the producer and/or director must initiate the details of the shoot several weeks before production. The form, see page 21, must be forwarded to the Campus Events Office for final approval. University Police may be required to review and approve certain requirements of the production.

4. USE OF STUNTS, SPECIAL EFFECTS, AND PROP WEAPONS

- A. Because of safety issues involved, stunts of any kind are prohibited.

- B. Certain mechanical special effects, i.e., fog and rain machines, may be used, however, at the student's expense. Complex special effects must be handled by licensed special effects experts.
- C. The use of prop weapons will require notification and approval of the local law enforcement agency. The firing of blank rounds from any pistol or rifle requires a degree of knowledge and experience. Only qualified personnel must be on the set when any weapon is to use blank rounds.
- D. Bullet hits, and other use of explosive devices, must be handled by certified and qualified professionals. Local law enforcement agencies must be notified and approve such use.
- E. The employment of special effects and prop weapons will require the instructor's notification and approval. A completed and signed Production Verification form must be submitted to the instructor prior to production.

5. STUDENT BEHAVIOR DURING PRODUCTION

Failure to abide by the following rules means action will be taken by the Department of Film and Electronic Arts to correct the situation. This may include shutting down a production, rescinding a budget allocation, forbidding further participation in productions, and removal from the production option. The student may also face disciplinary action by the Office of Judicial Affairs.

- A. All shooting must be accomplished within a 12 hour time frame, that is, no more than 12 hours, to include travel to and from location, and shooting, is allowed within any given 24 hours. This gives crew and actors adequate time off so as to maximize their performances and allow them to maintain the technical quality we expect.
- B. No abusive behavior is allowed by any member of the production. Treating each other with respect is mandatory.
- C. Professional behavior is to be maintained at all times. No arguing between directors and crew members will be tolerated.
- D. No actor or crew member will be placed in a dangerous situation. No item of equipment will be placed in a dangerous situation.
- E. No stunts, special effects, or the use of prop weapons that fire blank rounds, may be used without prior approval from both the instructor and proper local agency that issues film permits.

6. ATTENDANCE POLICY

A. The Film & Electronic Arts Department requires all students to adhere to established attendance policies as outlined in the syllabi of all enrolled courses. Participation in student film/video projects is **NOT** a legitimate reason to miss classes and instructors will consider such absence as being unexcused.

B. Student participation, as indicated above, includes any activity related to pre-production, production, and post production.

7. ADDITIONAL RULES GOVERNING PRODUCTION

A. In addition to the policies and procedures as outlined in this handbook, production students are also required to follow specific rules and/or guidelines established within their own production class, to include:

1. Production job descriptions and responsibilities;
2. Access and use of the Department’s sophisticated equipment;
3. Directors responsibilities towards actors;
4. Health and safety issues;
5. Budget allocations and limitations;
6. Use of alcohol and non-prescription drugs on the set.

* * * * *

C. ACCESS TO DEPARTMENTAL POST-PRODUCTION FACILITIES

1. GROUND RULES

A. Students currently enrolled in a production or post-production class may have access to media post-production equipment and facilities during normal business hours (8:00am - 5:00pm, Mondays through Fridays) and/or Saturdays and Sundays, 9:00am – 4:00pm. when there is a student assistant or staff member present, or special arrangements made by the instructor. Students are expected to be prepared to leave no later than the posted closing time.

B. Beginning and intermediate students may use the facilities at nights and/or weekends when there is a student assistant or staff member present or special arrangements were made by the instructor.

C. Absolutely no eating, drinking, or smoking is allowed in any of the production or post-production facilities.

- D. A student may lose his/her privilege of using the facilities, or having key access, if the equipment is found broken or shows any sign of negligence, carelessness, forgetting to secure the room when leaving the facility, or if there is evidence of the presence of food, drink, or smoking in the facilities.
- E. Students should report any broken or malfunctioning equipment to the engineers as soon as possible and fill out the appropriate form (see page 20).
- F. There is a time limit of **FOUR HOURS** per day for using the audio, video, or film post-production facilities (unless the facilities haven't been reserved by other students). This is in order to give everyone a chance to use the facilities. Students must notify the engineer or student assistant for cancellations. *Failing to show up at the beginning of the reserved time more than one time will result in that student being denied further reserved time for the rest of the semester.*

* * * * *

D. DEPARTMENTAL SHOWCASE POLICIES

1. FALL AND SPRING FILM/VIDEO SHOWCASE

- A. Student film/video projects produced within any FEA class during a regular academic semester will be eligible for public screening at the end of Fall or Spring Semester.
- B. Specific deadlines for picture-lock and or completed projects will be posted within the department. Projects submitted beyond the deadline will not be accepted for showcase consideration, however, may be resubmitted during the following semester, within the established time frame as established by the department.
- C. Projects submitted within picture-lock form will have additional Post-production guidelines and deadlines to follow, as established each semester, in order for their film to participate in the public screening process.
- C. Any project exceeding twelve (12) minutes, to include beginning and end credits, will **not** be accepted.
- D. Student directors may **not** have more than one (1) film/video project participating in the program, per semester.

D. DEPARTMENTAL SHOWCASE POLICIES

- E. Each director will participate in all pre-showcase activities, to include the following:
 - 1) Determining the show order;
 - 2) Prepare and print programs;
 - 3) Secure required show personnel (box office, door person, ushers, and technical coordinator);
 - 4) Provide a host(s) or guest speaker;
 - 5) Prepare news release;
 - 6) Disseminate flyers, posters, and other advertising materials on campus and surrounding communities.

2. STUDENT FILMMAKERS SHOWCASE AT THE DGA

- A. Student films and/or videos that have been publicly screened at the Fall or Spring Student Filmmakers Showcase will be eligible for the Department’s DGA Show consideration.
- B. A list of all eligible titles will be distributed during the last week of May to faculty and staff judges for voting.
- E. The highest-rated films, with a total running time not exceeding 120 minutes, will be selected for screening at the next scheduled annual Student Filmmakers Showcase at the Director’s Guild of America Theatre.
- C. Each director will attend scheduled meetings participate in all pre-showcase activities.

* * * * *

E. I.R.A FUNDING POLICY

1. PRODUCTION REINBURSEMENT

- A. Depending upon the current Instructionally Related Activities funding to the Film and Electronic Arts Department during a fiscal year, only production students currently enrolled in either Advanced Film or Video Production, and have been selected by their instructor to direct a class project, may be allocated I.R.A. funds ranging from \$200 to \$400 to cover costs primarily for raw stock and processing.
- B. The student awarded I.R.A. funding must first pay for all production related costs and then seek reimbursement, not to exceed allocated funding, through the Department office.

- C. Students who fail to apply for reimbursement within one (1) month after the current semester ends will forfeit production I.R.A. funding.

E. I.R.A FUNDING POLICY

- 1) The student has secured all necessary rights to the screenplay, music, and other copyrighted material used in the production;
- 2) The student has secured all necessary talent and location releases used in their production;
- 3) The student agrees to pay for all costs above the allocated post-production funding;

**California State University, Long Beach, Film and Electronic Arts Department
Equipment and Facilities Liability Agreement**

I, the undersigned, agree to accept responsibility for any film, video, audio and computer equipment checked out to me by the Film & Electronic Arts Department until said equipment is returned to the Department's equipment room.

Each piece of equipment loaned to me will be prepped and tested to ensure that it is in proper working order. I agree to return all equipment in the same condition as I received it. I agree to accept liability for any damage, loss, or theft occurring while the equipment is in my custody. I agree to repair or replace items lost, stolen, or damaged while in my custody.

I agree to abide by all rules and regulations as established in the *Film & Electronic Arts Department's Policy & Procedures Handbook*, particularly in Section A. *USE OF FACILITIES AND EQUIPMENT*, rules 1 through 14, and Section B, *STUDENT FILM/VIDEO PRODUCTION POLICIES*, rules 1 through 6, dated 1/25/06.

Furthermore, I also agree to pay any monetary fine or accept any sanction being imposed on me by the department for my failure to comply with any policy as outlined in the above handbook. In addition, depending upon the severity of the equipment liability situation, the penalty may also include having my academic standing within the Department and/or University suspended until all obligations have been satisfactorily met. I have read the above, understand its significance, and attach my signature hereto.

Student Signature: _____ Date: _____

Student ID #: _____

Last Name: _____ First and Middle Name: _____

Primary Address: _____

City _____ State _____ Zip _____

Permanent Address: _____

City _____ State _____ Zip _____

****If you live in the university dormitory, you are required to fill in the permanent address.**

Phone #: _____ type: Home

Phone #: _____ type: Cell

Phone #: _____ type: Work

E-mail address: _____

Classes: 307-1 309-1 309-2 320-1 340-1 340-2 341-1 342-1 403-1 403-2 (other) _____

California State University, Long Beach
FILM & ELECTRONIC ARTS DEPARTMENT
Equipment Prep Report

The following are guidelines for checking and testing equipment for prepping during the check-out time period:

- CAMERA:** ___ Diopter adjusted and focused to operator's eye
 ___ Lens focus test (measurement vs. eye setting)
 ___ Zoom movement and overall operation
 ___ Prime lenses checked for scratches, smudges, and damages
 ___ Physical body check for scratches, dents, and other damages
 ___ Battery check for power and motor stability
 ___ Magazine inspected for core adapters, cleanliness and operation
 ___ Power cable & battery test
- TRIPOD:** ___ Leg locking devices tighten properly
 ___ Base plate attached with appropriate release lever
 ___ Tilt handle attached and secured
 ___ Fluid head checked for damaged and/or missing parts
 ___ Fluid head brakes work, to include tensioning devices
 ___ Overall tripod checked for missing nuts and/or bolts
- LIGHTS:** ___ Body checked for dents, broken locking knobs and missing parts
 ___ Fresnel lens checked for cracks and/or abrasions
 ___ Unit checked for electrical shorts or expired bulb
 ___ Cable checked for exposed wires and damaged plugs
 ___ Light stands checked for missing locking screws or broken parts
 ___ Light stands checked for evidence of dents or bending of pole
- GRIP:** ___ Doorway dolly checked for missing parts (wheel pins and handles)
 ___ C-Stands checked for missing and/or broken parts
- SOUND:** ___ Nagra checked for missing reel locks
 ___ Battery level checked (phantom & recorder)

NOTES:

This is to certify that the above items marked with an "X" have been checked and tested by me and have found such equipment to be in good and working condition. I understand that I'm fully responsible for the condition and security of these items until returned to the check-out room for inspection and clearance. I also understand that if at any time I transfer, part or all equipment as listed on my check-out form, to another student, who is also enrolled in my production class and has been approved by my instructor, that I will still assume responsibility and/or liability of all issued equipment to me OR obtain from that student a fully completed and signed "FEA Departmental Equipment Transfer Form" that outlines the following: a) acknowledges their acceptance to the same terms and conditions as covered in my check-out form, b) verifying that such equipment is in the good and working condition; and c) ensures that all departmental gear will be returned to the check-out room on or before the due date.

(student's printed name) (student's signature) (date of check-out)

FILM & ELECTRONIC ARTS DEPARTMENT

Equipment/Facility Malfunctioning Report

This form is to be used to report any broken and/or malfunctioning equipment and returned directly to the technical staff immediately. Please be specific as to the nature of the problem and when or how it occurred.

NAME: _____ **TODAY'S DATE:** _____

MALFUNCTIONING ITEM: _____ **STATE NO.:** _____

DATE PROBLEM OCCURRED: _____ **LOCATION:**

DESCRIPTION OF MALFUNCTION: _____

(signature)

Film & Electronic Arts Department

Permit # _____

REQUEST TO FILM ON CAMPUS

Name: _____ Class: _____ Instructor: _____ Today's Date: _____

Your Job Title: _____ Phone No. _____ Cell No. _____ Work No. _____

E-mail: _____ Production Title: _____ Start Date: _____ End Date: _____

- 1) Please write a brief description of your project below, to include the total number of people and type of equipment involved, and parking requirements:
- 2) Complete the information below for each shoot date:

shoot date arrival time filming time estimated departure time specific campus location and/or building name room number (if applicable)

- 1. _____
- 2. _____
- 3. _____

Note: A campus map marked with filming areas will be required with this application.

- 3) Briefly indicate any type of technical requirements, to include lights, power source, and other specialized equipment that will be employed at each location:

4) Will the production require the following:

- a) **STUNTS?** _____ YES _____ NO
- b) **SPECIAL EFFECTS?** (rain, fog, smoke, wind, etc.) _____ YES _____ NO
- c) **PROP WEAPONS?** _____ YES _____ NO

5) Will you be filming next to a campus street or service road? _____ YES _____ NO

6) Due to production requirements, will traffic need to be controlled by the University Police? (note: student will be required to pay for officer's time) _____ YES _____ NO

NOTE: In addition to this form and a campus map, you are to submit a current copy of the script, storyboards, and any other documentation requested in determining whether or not approval for your production will be granted by the University Police and Campus Events Office.

I agree to abide by all CSULB campus policies regarding student film/video productions during the dates and times as indicated above that will take place on campus and will follow all directives and conditions as set forth by the University Police as indicated on this form. Furthermore, I will ensure that all safety measures will be fully employed.

(student's signature) (instructor's signature) (date)

University Police: YES NO _____

Campus Events Office: YES NO _____
circle one) signature date

Film & Electronic Arts Department**REQUEST FOR INSURANCE CERTIFICATE**

Name: _____ Class: ____ Today's Date: _____ Required by Date: _____

Your Job Title: _____ Phone No. _____ Production Title: _____

Director: _____ Cinematographer: _____ Camera Operator: _____

Instructor's Name: _____ Production Start Date: _____ Production End Date: _____

a) Does this production require STUNTS? _____ YES _____ NOb) Does this production require any type of SPECIAL EFFECTS
(rain, fog, smoke, wind, etc.)? _____ YES _____ NOc) Does this production require PROP WEAPONS? _____ YES _____ NO*If yes to any of the above questions, please answer the following:*a) Do you have FEA Department's approval for any of the above requirements? _____ YES _____ NOb) Did you consult with your instructor regarding the above requirements? _____ YES _____ NOPlease provide below the exact **NAME** and **ADDRESS** of the company or individual that must appear on the insurance certificate:

Required attachments to certificate as required by owner/vendor: _____

List any other special conditions as stipulated by owner/vendor: _____

OVERDUE EQUIPMENT NOTIFICATION

DATE:

TO:

FROM: Equipment Room Manager

RE: Overdue Equipment

This is to inform you that the equipment highlighted on the attached document was not returned to the FEA Department's Equipment Room on the date as indicated on the check-out form.

Please be aware of the department's policy regarding student's returning equipment late, *FEA Policies and Procedures Manual, Page 6, Section A-8-A*, states "***Any student returning equipment late more than once will be denied check-out privileges***".

Therefore, be advised that your checkout privileges **will be** suspended immediately upon the next violation of this policy.

Thank you for your cooperation in this matter.

MISSING ITEM NOTIFICATION**Date:****TO:****FROM:** Film & Electronic Arts Department Equipment Manager**RE:**

This is to advise you that the item(s), as listed below, checked-out to you on _____ was/were not returned to the check-out room on _____, the due date as indicated on your check-out form. Furthermore, if not returned within the next three days, _____, they will be considered lost/stolen.

In accordance to the *FEA Policies and Procedures Handbook*, Page 5, Item #7 - B of *Use of Facilities and Equipment* section, it will be **YOUR** responsibility to have such lost item(s) replaced at your own expense before the end of this semester, _____.

In the case of stolen equipment, you are required to follow the steps as outlined in *FEA Policies and Procedures Handbook*, Page 5, Item #7 – B, and arrange to reimburse the Department for the full value of all missing equipment.

MISSING ITEM	ESTIMATED VALUE
--------------	-----------------

1)

2)

3)

In addition, as outlined in the *FEA Policies and Procedures Handbook*, further access (privileges) to departmental equipment and/or facilities will be suspended, until this matter has been resolved.

Thank you.

Cc: _____, Chair
 _____, Instructor

DAMAGED ITEM NOTIFICATION**Date:****TO:****FROM:** Film & Electronic Arts Department Equipment Manager**RE:**

The equipment listed below was returned, dated _____, to the FEA Department's Check-Out Room in a damaged condition. We are currently assessing the cost of repair or replacement.

In accordance to the *FEA Policies and Procedures Handbook*, Page 5, Item #7 – C, it will be **YOUR** responsibility to have such item(s) repaired and/or replaced at your own expense before the end of this semester, _____.

You will be notified and invoiced when we have completed our inspection after 7 to 14 days.

DAMAGED ITEM	ESTIMATED COST	RECOMMENDED VENDOR
--------------	----------------	--------------------

1)

2)

3)

In addition, as outlined in the *FEA Policies and Procedures Handbook*, further access (privileges) to departmental equipment and/or facilities will be suspended, until this matter has been resolved.

Thank you.

Cc: _____, Chair
 _____, Instructor

MISSING MISC. EQUIPMENT PARTS NOTIFICATION

Date:

TO:

FROM: Film & Electronic Arts Department Equipment Manager

RE:

This is to advise you that the equipment package returned to the check-out room on _____ is missing miscellaneous parts as listed below. Furthermore, if not returned within the next three days, _____, they will be considered lost/stolen.

In accordance to the *FEA Policies and Procedures Handbook*, Page 5, Section A, Item #7 – A, you will be required to replace parts as listed below before the end of the current semester. The total cost of such parts shall also include **sales tax and shipping**.

MISSING ITEM	ESTIMATED VALUE
1)	
2)	
3)	

In addition, as outlined in the *FEA Policies and Procedures Handbook*, further access (privileges) to departmental equipment and/or facilities will be suspended, until this matter has been resolved.

Thank you.

Cc: _____, Chair
_____, Instructor

CALIFORNIA STATE UNIVERSITY, LONG BEACH
Film & Electronic Arts Department

WAIVER/RELEASE AGREEMENT

I understand that there are risks and damages inherent in participating and/or receiving instruction in _____. I also understand that in order to be allowed to participate and/or receive instruction in _____ I must give up my rights to hold the following: California State University (CSU), California State University, Long Beach (CSULB), and the Film & Electronic Arts Department (FEA) liable for any injury or damage which I may suffer while participating and/or receiving instruction in _____.

Knowing this, and in consideration of being permitted to participate and/or receive instruction in _____, I hereby voluntarily release California State University (CSU), California State University, Long Beach (CSULB), and the Film & Electronic Arts Department from any and all liability from or arising out of my participation and/or receipt of instruction in _____.

I understand and agree that I am releasing not only the entities set forth in the paragraph above, but also the officers, agents, and employees of those entities.

I understand and agree that this Waiver/Release will have the effect of releasing, discharging, waiving and forever relinquishing any and all actions or causes of actions that I may have or have had, whether past, present, or future, whether known or unknown and whether anticipated or unanticipated by me, arising out of my participation and/or receipt of instruction in _____. This Waiver/Release constitutes a complete release, discharge and waiver of any and all actions or causes of action against California State University (CSU), California State University, Long Beach (CSULB), and the Film & Electronic Arts Department, its officers, agents or employees.

I understand and agree that this Waiver/Release applies to personal injury, property damage, or wrongful death which I may suffer, even if caused by the acts or omissions of others.

I understand and agree that by signing this Waiver/Release, I am assuming full responsibility for any and all risk of death or personal injury or property damage suffered by me while participating and/or receiving instruction in _____.

I understand and agree that this Waiver/Release will be binding on me, my spouse, my heirs, my personal representatives, my assigns, my children and any guardian ad litem for said children.

I understand and agree that by signing this Waiver/Release, I am agreeing to release, indemnify and hold California State University, California State University, Long Beach, and Film & Electronic Arts Department and their officers, agents, and employees harmless from any and all liability or costs, including attorney fees, associated with or arising from my participation and/or receipt of instruction in _____.

I understand and agree that if I am signing this Waiver/Release on behalf of my minor child, that I will be giving up the same rights for said minor as I would be giving up if I signed this document on my own behalf.

I acknowledge that I have read this Waiver/Release and that I understand the words and language in it. I have been advised of the potential dangers incidental to participating and/or receiving instruction in _____.

Date: _____

Print Name: _____

Sign Name: _____

Witness: _____

PARENT/GUARDIAN RELEASE

I am the parent or legal guardian of the minor _____
And I am signing this release on behalf of said minor.

Print Name of Parent: _____

Signature of Parent: _____

WAIVER/RELEASE AGREEMENT

I hereby voluntarily release _____ from any and all liability from or arising out of my participation in the production of the student film entitled: _____ during the time period of: _____. I understand and agree that I am releasing not only the entities set forth in the paragraph above, but also the officers, agents, and employees of those entities. I understand and agree that this Waiver/Release applies to personal injury, property damage, or wrongful death which I may suffer, even if caused by acts or omissions of others.

I understand and agree that this Waiver/Release will have the effect of releasing, discharging, waiving and forever relinquishing any and all actions or causes of actions that may have or have had, whether past, present, or future, whether known or unknown and whether anticipated or unanticipated by me, arising out of my participation in the student film project. This Waiver/Release constitutes a complete release, discharge and waiver of any and all actions or causes of action against _____.

I understand and agree that by signing this Waiver/Release, I am agreeing to release, indemnify and hold _____ and its employees harmless from any and all liability or costs, including attorney fees, associated with or arising from my participation and/or receipt of _____.

Date: _____

Print Name: _____

Sign Name: _____

Witness: _____

ALLOCATED PRODUCTION EQUIPMENT

	307	320	309-1/336-1	309-2/336-2	340-1	340-2	381/382	490-3	403
CAMERAS			Arri M Arri S#1 Sony TRV17 #1 Sony TRV17 #2 Sony TRV22 #1 Sony TRV22 #2	Arri S#2 Arri S#3 Sony TRV17 #3 Sony TRV17 #4 Sony TRV22 #3 Sony TRV22 #4	*Aaton #1 XTR (S/16) Aaton #2 LTR *Canon XL2 *Sony DSR 500	Aaton #3 LTR Aaton #4 LTR *Canon XL2 *Sony DSR 500	Sony TRV 900 #1 Sony TRV 900 #2 Sony TRV 900 #3 Sony TRV 900 #4	Sony TRV17 #5	Sony HDR-FX #1 Sony HDR-FX #1
LIGHTING			*Mole Tweenie Kit #17 Mole Baby 1K Kit #1 Light Pkg #1, #4, #11 #16, #6, #7	*Mole Tweenie Kit #17 Mole Baby 1K Kit #2 Light Pkg #2, #4, #11 #16, #6, #7	Arri 1K #1, #2, #3, #4 Arri 650 #1, #2, #3, #4 Arri 300 #1, #2 Mole 2K #1 Midget #1, #2, #3 Kino Flo #1, #2 * 1200W HMI PAR Dolly #1 4 Tracks 5 C Stands Flag Kit #1 15 Sand Bags	Arri 1K #5, #6, #7, #8 Arri 650 #5, #6, #7, #8 Arri 300 #3, #4 Mole 2K #2 Midget #4, #5, #7 Kino Flo #3, #4 * 1200W HMI PAR Dolly #2 5 Tracks 5 C Stands Flag Kit #2 15 Sand Bags	DV Kit #1 DV Kit #2 DV Kit #3 DV Kit #4		
GRIP							Tracker #1 Tracker #2 Tracker #3 Tracker #4		
AUDIO	Marantz CDR #1 Marantz CDR #2 Marantz CDR #3 Marantz CDR #4 Marantz CDR #5 Marantz CDR #6 Fostex FR #3 Fostex FR #4 Fostex FR #5	Fostex DAT Fostex FR #1 Fostex FR #2			Nagra #1 (TC) Nagra #3	Nagra #2 Nagra #3	Mic Pkge #1 Mic Pkge #2 Mic Pkge #3 Mic Pkge #4 DV Mixer #1 DV Mixer #2 DV Mixer #3		

California State University., Long Beach
Film and Electronic Arts Department
Editing Facilities Assignment Sheet

	Room Name	Room Number
307 – Audio Activity	Sadie Room	UTC-226
	ProTools Digi002 (N/A)	UTC-224
	ProTools Digi002 (N/A)	UTC-222
	Audio Room #1	UTC-223
	Audio Room #2	UTC-218
320 – Sound Design & Mixing	ProTools #1 (Mixing)	UTC-236
	ProTools #2 (HD Mixing – N/A)	UTC-234
	ProTools #3 (Capture & Cutting)	UTC-228
	Sadie (ADR) Room	UTC-226
336-1 – Intermediate Production (Rory)	Final Cut Pro #6 & M-box	UTC-216
	Final Cut Pro #7 & M-box	UTC-216
	Final Cut Pro #8 & M-box	UTC-216
336-2 – Intermediate Production (Pat)	Final Cut Pro #9	UTC-237
	Final Cut Pro #10	UTC-235
340 – Advanced Production	Final Cut Pro #4	UTC-215
	Final Cut Pro #5	UTC-219
	On-Line Room	FA1-201a
415 – Editing	Avid Composer #1	FA1-203
	Avid Composer #2	FA1-203

* The students who registered each production class can only use these rooms

** The students can reserve up to 3 hrs per day and 6 hrs per week maximum ONLY at the editing rooms assigned for the class.

*** **NO EXCEPTION ALLOWED**