

## **Film Department Equipment Room Procedures & Rules**

**Equipment Room Location: Mitchell B-54**

**Phone: 414-229-4643**

**E-mail: UWMEquipmentRoom@gmail.com**

**Hours of Operation: Monday – Friday 8:30 AM – 4:00 PM**

### **Eligibility**

1. You must be a UWM student, enrolled in a production class.
2. You must have received training from your instructor or from a workshop on individual pieces of equipment. When you have demonstrated competency in using the equipment your instructor or workshop leader will forward a note to the equipment room informing us about your eligibility.
3. Equipment room staff may ask you to demonstrate your knowledge of the equipment at their discretion.
4. Eligibility from previous semesters will be carried over to the present.
5. You are only eligible to borrow equipment for which you have received training.

### **Responsibility**

1. You are fully responsible for damage or loss of any and all equipment checked out to you.
2. You are also responsible for inspecting the condition of the equipment at the time of check-out; and bringing to the attention of the equipment room attendant any damaged or missing items.

### **Check-out Procedure**

1. You should always inspect all equipment before accepting it.
  - ◆ You should receive a printout detailing the equipment you are checking-out, the parts and accessories that accompany the equipment and any previous notes on the equipment.
  - ◆ Compare that printout with the equipment you receive to be certain that no unmentioned items are missing or damaged.
  - ◆ Have the attendant note any discrepancies.
  - ◆ Before signing you should read the check-out form, noting your responsibilities for the equipment, and then sign the check-out form.
  - ◆ Upon return of the equipment, the attendant will inspect the equipment for any problems, missing items, or new damage.
  - ◆ If any items are missing or damaged, your check-out privileges will be suspended until the missing items are returned, or until replacement or repair costs can be determined and paid.

### **Equipment Checkout Periods: Duration**

1. Equipment checked out Monday is due back Wednesday by **4:00PM**
2. Equipment checked out Tuesday is due back Thursday by **4:00PM**
3. Equipment checked out Wednesday is due back Friday by **4:00PM**
4. Equipment checked out Thursday is due back Monday by **4:00PM**
5. Equipment checked out Friday is due back Monday by **4:00PM**

## Penalties:

1. Equipment returned 1 minute late or later will cause a suspension of check-out and reservation privileges.
  - A. 1<sup>st</sup> offense; 1 week suspension of privileges.
  - B. 2<sup>nd</sup> offense; 2 week suspension of privileges.
  - C. 3<sup>rd</sup> offense; 3 week suspension of privileges, ETC.
2. Any student who is more than 24 hours late will be penalized one additional week per 24 hour period. Thus a student who is more than two days late for his/her second offense has earned 4 weeks of suspension.
3. If you know or strongly suspect you are going to be late, please contact the Equipment Room. This may remove your penalty, and will help us get together some alternative equipment for the next scheduled user.
4. Penalties incurred at the end of any semester will be imposed at the beginning of the next semester. Penalties not wholly served out at the end of the semester will be resumed at the beginning of the next semester.
5. If the student is not returning the following semester there will be a \$5 per day fine attached to each late day and the person's records will be on hold until fine is paid.

## Reservations

1. You are strongly encouraged to reserve your equipment in advance. Students with reservations will be served before those without reservations.
2. Reservations must be made one day in advance.
3. Equipment may be reserved as early as two weeks in advance.
4. You may not reserve the exact same piece of equipment for consecutive check-out periods.
5. A reservation is canceled if equipment is not picked up by 3:45pm of the day it was reserved for. At that time, the equipment is "up for grabs."

## Hours of Operation

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
8:30 AM – 4:00 PM	Check-out, Check-in and Reservations All Day	Check-out, Check-in and Reservations All Day	Check-out, Check-in and Reservations All Day	Check-out, Check-in and Reservations All Day

## Grades

You must bring back all equipment and pay all equipment room fines **by the end of the semester!** If you fail to do so, a hold will be placed on your university records, and you will not be able to receive grades or register until you have returned your equipment to the Film Department.

## **Additional rules for Post-Portfolio, Graduate Students, and Faculty**

## Renewal by Telephone

1. When the equipment checked out is not reserved by someone else, its check-out may be renewed by calling the equipment room between 8:30 AM and **12:00 PM of the Due date**. Then it becomes due at the due time for the next normal check-out period, just as if the equipment were returned and checked out again.
2. You must be prepared to return the equipment if it is reserved. Do not ask to have the other person's reservation moved to a different piece of equipment.
3. If you do not call on the morning of the due date, then the equipment is due under the normal check-out rules. The equipment room will not assure that you meant to call renew or that you simply forgot to call. Failure to return equipment when due incurs the usual suspension.
4. **Due not attempt to renew your check-out by voice-mail!** You must call during regular hours and deal with an actual person.