

## **Requests for FMA rooms/spaces:**

Requests for rooms/areas should be made as early as possible. Not all rooms/spaces are available. Making a request does not ensure access will be granted. Priority to rooms/spaces will be determined based on the proposed usage.

Request Forms require the following information: usage day and date, beginning and ending times, names and CSU IDs of students present, names of non-CSU participants, the course name and instructor or event and organization, details on the use of rooms/spaces requested and steps to be taken to return the rooms/spaces to original condition.

“Classrooms” are available but must be scheduled by Rick Pitchford using the university’s scheduling system. “Classrooms” in this building are FM603, FM606, FM614, FM620, FM636, FM637, FM660, FM670, FM672 and FM678.

Non-classrooms and public spaces are available, but are not scheduled through the university’s scheduling system. These spaces include the advanced editing suites, the open edit lab, the commons area, seminar rooms on North side of the 6<sup>th</sup> floor, the student kitchenette, corridors along the West, North and East sides, the front lobby area, the area between faculty offices and the faculty kitchenette and the TV Control room.

Offices, storage and infrastructure rooms are not normally available for production use.

Access into and within the FMA rooms/spaces is provided by Rick Pitchford. The primary access to the 6<sup>th</sup> floor will be via Dodge Court and the North elevators. (The elevator tap access readers are part of the Playhouse Square system and react more slowly to the CSU ID card.)

**ALL EQUIPMENT MUST ENTER AND LEAVE THE BUILDING VIA THE LOADING DOCK.**

Tap access using CSU ID cards can be provided for the Euclid Ave. main entrance, vestibule doors leading to the South elevators and the 6<sup>th</sup> floor South elevator vestibule doors, but only under special circumstances.

Once on the 6<sup>th</sup> floor, tap access can be granted to FM603, FM634, FM636, FM637, FM660, FM670, FM672 and FM678. CSU ID card tap access will be limited to specific hours and days. Also, tap access-controlled doors can be unlocked for specific hours and days. Key access to rooms without tap access (FM606, FM614, FM620, FM625, FM626, TV Control room) can be made available via the keybox opposite the North elevators. Additional lead time is required for keybox access.

Overhead lights in some areas of the facility are sensor-controlled and have no user-accessible switches. Hallways and the West side of the common area use occupancy sensors (lights turn on with motion and off after 15 minutes) and ambient light sensors (dimming lights when other sources illuminate the area above a certain threshold). In other areas, some overhead lights are always on and have no controls. The Northeast corner of the common area one such area. If overhead lights will be an issue during a shoot, indicate the problem on the Location Request form.

Rooms and Spaces by Name, Designation and Usage

Room #	Designation:	Page:
601	South Elevator Lobby	
602	Reception desk	
602A	Reception Corridor	
603	Screening Room	
603A	lower Vestibule	
603B	Projection Booth	
603C	upper Vestibule	
604	Riser South	
605	Electrical South	
606	Seminar B	
607	Faculty Lounge	
607A	gender-neutral Restroom	
607B	storage room	
608	Glass Corridor West	
609	Audio Suite	
610	PT Office	
611	PT Office	
612	Administration storage	
613	Director Office	
614	Seminar A	
615	Admin Office	
616	"open office 1"	
617	Student Lounge	
618	"open office 2"	
619		
620	Production Classroom A	
621	"editing open space"	
622		
623		
624		
625	Edit Suite 1	
626	Edit Suite 2	
627	Faculty Office	
628	Faculty Office	
629	Faculty Office	
630	Faculty Office	
631	Faculty Office	
632	Faculty Kitchenette	
633	South Data Closet	
634	Open Edit Lab	
635	Glass Corridor East	
636	Computer Classroom A	
637	Computer Classroom B	
638	Men's Room	
639	Custodial Closet	
640	Women's Room	
641	IT Desk	
642		
643		
644		
645		

Key:
open/public space
class spaces
unsched editing labs
occupied office
not available
does not exist

Room #	Designation:	Page:
646		
647		
648		
649		
650		
651		
652		
653		
654		
655		
656		
657		
658		
659	Commons Area	
660	Production Classroom B	
661	Media Server Room	
662	North Data Closet	
663	Workflow Coord. Office	
664	Prop Room	
665	Odyssey Office	
666	storage	
667	Equipment Manager Office	
668	Cage 68 Storage	
669	Production Corridor East	
670	Studio B	
671	Equipment Cage	
672	Studio A	
673	Riser North	
674	Electrical North	
675		
676	Student Kitchenette	
677	Rehearsal Room	
678	Erie Conference Room	
679		
680	Production Corridor North	
681	Production Corridor West	
682	engineering storage	
683	TV Control Room	
684	Faculty Office	
685	Faculty Office	
686	Engineering Office	
687	Production Corridor South	



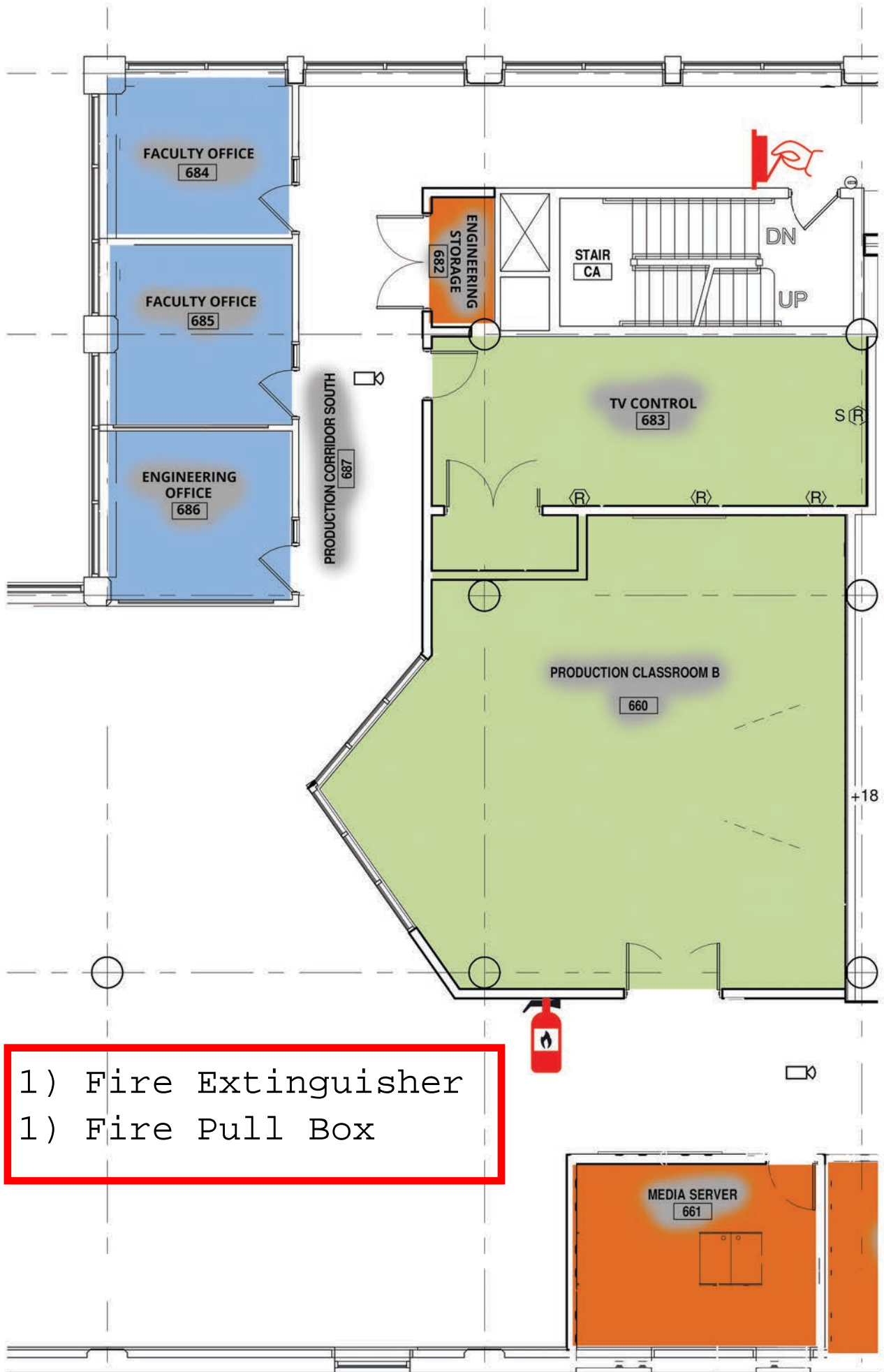
- 2) Fire Extinguishers
- 2) Fire Pull Boxes
- 1) Emergency Call Boxes



2) Fire Extinguishers  
1) Fire Pull Box



2) Fire Extinguishers  
1) Fire Pull Box



- 1) Fire Extinguisher
- 1) Fire Pull Box





2) Fire Extinguishers  
IN Studio B

STUDIO B  
670

46' X 47' minus airlock

EQUIPMENT  
CAGE  
671

PRODUCTION CORRIDOR EAST  
669

CORR  
Ø

DATA - N  
662

PRODUCTION  
COORDINATOR  
OFFICE  
663

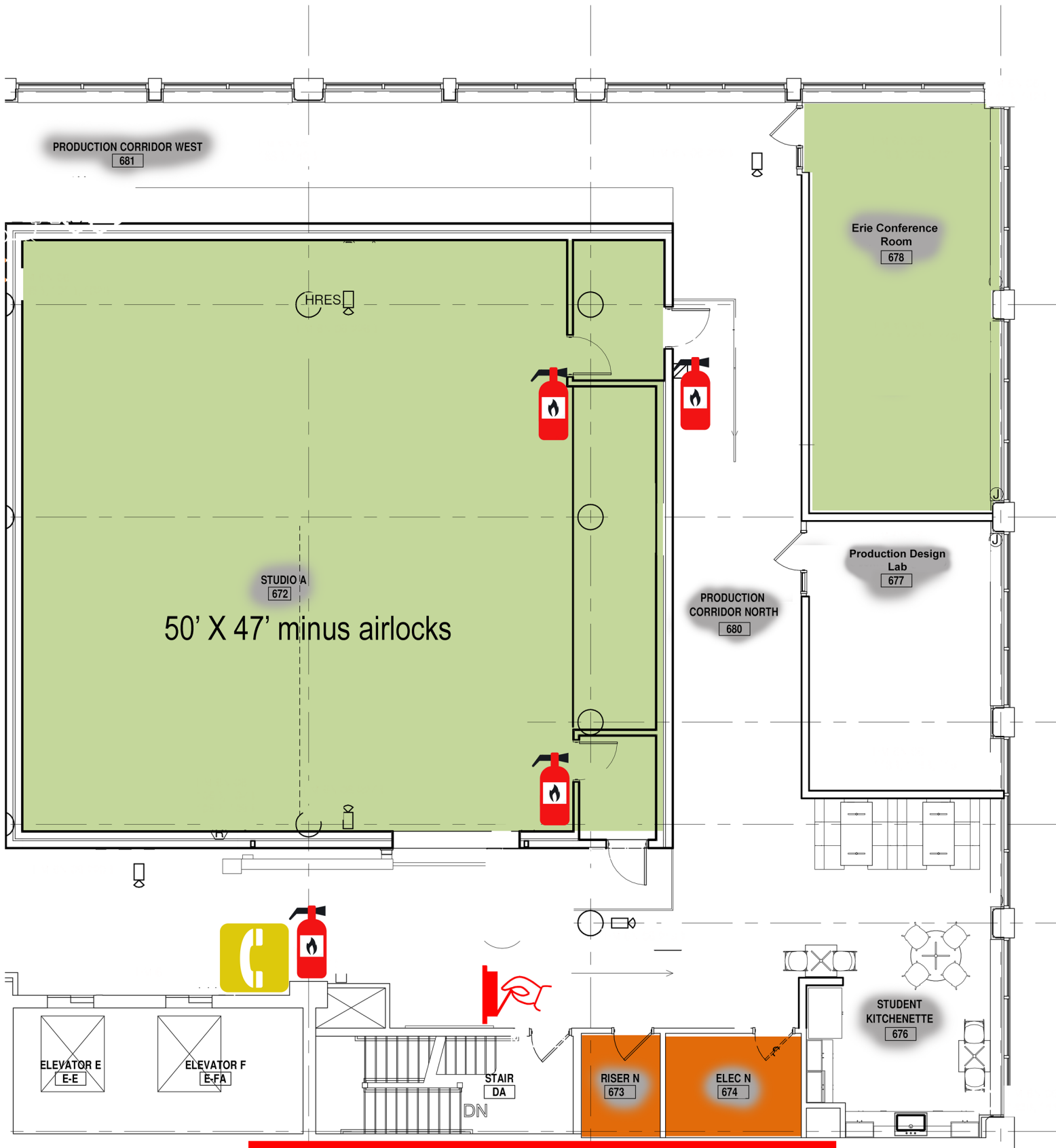
PROP ROOM  
664

ODYSSEY  
OFFICE.  
665

STOR.  
666

EQUIPMENT  
MANAGER  
OFFICE  
667

STOR.  
668



- 4) Fire Extinguishers
- 1) Fire Pull Box
- 1) Emergency Call Box