



## **Cleveland State University School of Film & Media Arts Equipment Cage Policies**

These policies are intended to serve as a guide for the use of the School of Film & Media Arts (FMA) equipment, in an effort to minimize the potential for damages and to increase the availability of equipment.

Carelessness and misuse of the equipment not only jeopardizes a student's access to gear; it also deprives their colleagues of the opportunity to use the gear as well.

Students found in violation of the Equipment Cage policies are subject to having equipment privileges withheld.

The policies and procedures outlined in this document are subject to change. It is the borrower's responsibility to read and follow the policies set within this document.

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## I. Equipment Cage Information

### **What is the Cage?**

The School of Film & Media Arts Equipment Cage is a space for reserving and checking in/out FMA equipment.

This space is managed by the Equipment Coordinator, and operated with assistance from student workers, referred to as Cage Techs. Their goal is to maintain this equipment and coordinate its use by FMA students, faculty, and staff. The equipment is a shared resource, and it is the priority of the Equipment Cage to support an equal and fair opportunity for the use of this equipment.

FMA faculty, staff, and students utilize the WebCheckout Patron Portal to access equipment.

FMA production equipment is intended for use in FMA related courses. Students using FMA equipment for hired work, or in the service of any other company, organization, or person, whether for pay or otherwise, is not a supported use.

### **What is the WebCheckout Patron Portal, and how do I use it?**

WebCheckout's Patron Portal allows you to reserve equipment through a vibrant, simple, and highly accessible mobile interface.

You can access it via this link: <https://csuohio-fma.webcheckout.net/sso/patron>

Please use your CSU login (same as you use for CSU email) to access the Patron Portal.

### **Location:**

School of Film & Media Arts Room 671 (North side of 6<sup>th</sup> Floor)

The Cage has two main entrances, one on the east hallway (near the Dodge Court elevators) and the other on the west hallway (has counter door and garage door).

The east entrance is primarily for large returns of gear, and the west entrance is usually where checkouts occur.

Countertops are right next to the west entrance, so you can use this space to check your gear thoroughly before leaving the cage area.

General student access is limited to the common area outside of the Cage. Only Cage Techs are permitted to go inside the Cage. There are signs and markings outside of the Cage to indicate this.

**Contact:**

Cage Phone: 216-687-5072

Equipment Coordinator: email: a.biedenbach@csuohio.edu; office phone: 216-687-5066

**Hours of Operation:**

Cage hours are posted in the Equipment Cage, around the School of Film & Media Arts, and on the WebCheckout Patron Portal. Please contact the Cage if you need to verify our hours of operation.

The Equipment Cage is usually closed during the winter and spring breaks, and over the summer. Also, if the college is closed due to inclement weather or a holiday, the Equipment Cage will be closed as well.

Once the Equipment Cage is closed for the day, it will remain closed.

\*\*\*Please note, it is your responsibility to be aware of what the hours of operation are, as they can change from one semester to another.\*\*\*

**II. Equipment Responsibilities and Expectations**

It is the borrower's responsibility to ensure that the equipment is working, and that nothing is missing or damaged before leaving the Equipment Cage. Do not solely rely on Equipment Cage staff to check over the equipment for you! **Once the equipment leaves the cage, the borrowing student is financially liable for the equipment.**

CSU does NOT provide insurance for any of the equipment. Once a student borrows equipment, they are entirely financially responsible for that equipment until it is returned, and the Cage Techs have verified that the equipment is in complete working order.

Cage Techs are expected to uphold the Equipment Cage Policies. Be sure to reach out to them for assistance if you are having difficulty with equipment, reservations, or other Equipment Cage related issues and they will try to assist you as best as possible. Additionally, the Equipment Coordinator is available for assistance (Office Rm 667).

Please be courteous and patient with Equipment Cage student workers and staff. Students will be held to a professional standard of behavior when interacting with Equipment Cage employees. Any profane language, threats, or disrespect directed toward any of the employees will not be tolerated and will result in sanctions being placed on the offensive student.

### III. Access to Equipment

Students must meet the following criteria before being able to submit equipment orders and check out equipment:

- **Must be a CSU student currently enrolled in a Film & Media Arts production course.** (If necessary, we may ask for direct confirmation from the instructor of the course to verify equipment eligibility.)
- **Must have a valid CSU Viking Card ID available upon request.** (Equipment will not be vended to a borrower without an ID.)
- **Successfully submitted a Safe Sets International Certificate to Dave Tarbert.**
- **Students must complete and sign the FMA COVID-19 Safe Sets Protocol Compliance form (on our Resources page) for every shoot and submit to their instructor and copy Dave Tarbert.**
- **Must not have a delinquent account with the Equipment Cage.** (For example, repeated late returns, missing equipment, payment owed for missing/damaged equipment, unresolved equipment suspension from a previous semester, etc. = A Delinquent Account.)
- **Must have instructor equipment order approval in WebCheckout.**

Most equipment is assigned to particular production courses, and only students enrolled in those courses will have access to that assigned gear. Some equipment will require faculty and equipment coordinator clearance before it can be used.

In WebCheckout, you must receive equipment order approval from your instructor to have access to the gear requested in your equipment order. Depending on your assignment, or project, the pre-production elements that you will be required to submit will vary and can be quite extensive. Be sure to complete these well BEFORE your scheduled reservation and communicate with your instructor about shoot approval requirements. Equipment will NOT be released to students that do not have instructor equipment approval in WebCheckout.

If an Equipment Room employee is given just cause to believe that a student borrower is not sufficiently experienced or trained for certain equipment before check out, they have the authority to request further proof of knowledge before vending the gear. The Equipment Cage will not risk vending gear to students who do not know how to use the gear that they are requesting. Students will be referred back to their instructor for further training to obtain access.

The Equipment Room provides support and assistance with equipment, and offers some remedial instruction as needed. Equipment training outside of class is in development.

Students are not allowed to check out equipment for non-school shoots. If you have a project outside of class, you may consider using a local rental house to rent your equipment.

#### IV. Equipment Policy Violations: Infractions

Some infractions of Equipment Use and Access Policy are, but not limited to:

- Late Cancellations for equipment orders.
- Equipment orders not utilized nor canceled (a.k.a. no call, no show).
- Equipment found unattended.
- Equipment is returned late, disorganized, or in an incomplete state (missing parts/partial returns).
- Equipment is damaged/misused.

Prompt communication with the equipment staff can help prevent multiple infractions, but it is not a guarantee that infractions will be completely avoided.

In the case of an emergency, certain allowances will be made pending a review/discussion with the Equipment Coordinator. **However, students will be expected to communicate any issues immediately.** Flagrant abuse of the Equipment Cage Policies will result in infractions, and will not be tolerated.

Infractions can lead to the suspension of equipment privileges and fines.

\*\*\*At this time, the School of Film & Media Arts is continuing to develop its policy on cage violations. Further updates will be shared once available.\*\*\*

Failure to resolve an equipment suspension in one semester can impact your ability to check out equipment in future semesters.

#### V. Proper Care and Use of Equipment

Listed below are some general guidelines for the treatment of equipment. Inability to demonstrate proper care for equipment will result in the suspension of equipment privileges. Further basic operations and procedures will be covered in production courses. Referring to the manuals of specific gear is also recommended.

- Sand, salt, and moisture can cause severe damage to equipment. Please refrain from bringing equipment to the beach.

- Water damages electronics. It is ill-advised to utilize equipment in rainy weather, especially without proper protection from the elements. Do not attempt to use equipment in underwater conditions.
- Equipment can be damaged by extreme temperatures and harsh weather conditions. DO NOT expose gear to extreme hot or cold temperatures. Practice care when bringing gear into warmer temperatures after it has been in cold temps. Often condensation will form, so let equipment reach room temperature before powering devices on.
- DO NOT use a vehicle for storing equipment. Equipment should be kept in a secure, temperature-controlled environment. Storing it in a car invites theft and possible damages.
- NEVER place electronic devices or equipment (including the storage cases) in an environment where any kind of smoke is present. Even light smoke has the ability to short out electronics. Smoke not only has an unpleasant odor, it leaves a residue that can coat items and cause premature malfunctions. The tar in cigarette smoke causes dust to stick to components, resulting in further damage. Students will be responsible for any cleaning and/or replacement costs associated with exposure to smoke.
- Do not place any equipment on an unclean surface or near damaging elements. Students will be expected to keep gear and cases to free of any dirt and debris. Equipment should be stored neatly in its case when not in use.
- Practice caution with gear even if it is stored in its case. Damage can still occur to the item inside from excessive force. Cases that are used for equipment storage are expensive, and should not receive damages beyond normal wear and tear.
- Always make sure the camera is securely attached to the tripod, and that you are using the appropriate tripod to support the camera's weight. DO NOT leave a camera unattended on a tripod when not in use. Doing so risks the potential for the tripod to be knocked over. When in doubt, sandbags are useful in securing a tripod at its base.
- Only use verified and proper methods/tools for the cleaning of equipment. Never attempt to clean a camera's sensor or internal components. **If you do not know how to clean the equipment, contact your instructor or the Equipment Cage staff for assistance!** You could easily damage lenses and equipment if you attempt to clean them incorrectly. Use caution when using compressed air on any device- it can leave a residue. DO NOT use compressed air on a lens. Most dust is lifted by a gentle Camel hair brush or Rocket blower (rubber bulb). Lens tissues and a non-abrasive microfiber cloth will work as well. Only use a verified lens cleaning fluid when needed, and NEVER apply it directly to a lens (put the fluid on a cleaning cloth or lens tissue first). A little of the cleaning fluid goes a long way. Take care not to touch the lens directly with your fingers- the oil in your skin is corrosive.
- Be sure to keep lens and camera body caps attached when gear is not in use. These protective caps are essential to preserving the gear. The camera body cap protects the camera's sensor and interior from dust and damage when a lens is not in place. You should only remove the body cap when putting on a lens. **NEVER** tamper with or touch the camera's sensor.



- Plan carefully for the transport of equipment. If a student is caught improperly loading equipment into a vehicle, they will be penalized. Equipment should never be hanging out of vehicle while on the road. Items should be securely fastened and, in the vehicle, or carrier during transport.
- When carrying equipment, be careful not to drag the items on the ground. Dragging items on the ground will cause damage and result in infractions. The Equipment Cage has carts available for moving equipment. Please DO NOT trek borrowed carts through mud or rough terrain, as this could damage the wheels. Students will be expected to clean the carts if they are covered in mud/debris before a return is made. Students will be responsible for damaged/lost carts.

**If you are careless with gear, your equipment privileges will be suspended.**

## VI. Equipment Orders

Before you can check-out equipment, you must submit an equipment order in the FMA WebCheckout Patron Portal. You can access it via this link: <https://csuohio-fma.webcheckout.net/sso/patron>

The Equipment Room **WILL NOT** accept emailed reservations or phone calls asking for gear.

Equipment orders can be edited up to 48 HOURS BEFORE the check-out time listed. After that, you cannot add or delete items without Cage Tech assistance. **Last-minute changes to dates, times, and equipment for reservations may be denied.**

Most equipment can be reserved and checked out for a maximum of 2-3 days. Instructors and Cage staff will be reviewing orders to determine what is appropriate.

When submitting an equipment order, please **DO NOT** arrange for a check-out/check-in time that conflicts with your class schedule. Students will be expected to plan accordingly. Utilizing a calendar and setting reminders on your electronic devices is a good start to being organized. Missing classes because you need to pick up or return equipment is **unacceptable**, and an avoidable situation. You must notify the Equipment staff about any scheduling conflicts before it becomes an issue. With proper notice, the Equipment Cage can make special arrangements if necessary.

It is also advisable that when scheduling returns and pick-ups that students consider weather and travel in their plans. Not being able to bring back gear because you are away from campus will not be an accepted excuse! **Plan ahead for the inclement weather.**

If you have a large amount of equipment to pick up, be sure to schedule a pick up time in that allows you to successfully check and transport your gear.

Students are encouraged to check in on the status of their orders, and ensure that they are accepted and approved. This should be done at least 24 hours before the scheduled check out date.

## VII. Equipment Order Cancellations

You can delete or edit an equipment order 48-hours before the check-out time listed. Contact the Equipment Cage staff to cancel an equipment order **after** the 48-hour deadline has passed.

Any cancellation occurring on the scheduled check-out date will typically be considered a late cancellation, unless determined otherwise by the Equipment Coordinator.

## VIII. Equipment Check-out

Generally, students cannot have gear picked up by another person on their behalf. Only the student who is listed on the equipment order will be vended gear. Students will be asked to present their CSU Viking Card ID during check-out.

If you need another individual to pick up equipment on your behalf, you must email the Equipment Coordinator in regards to this, and receive their approval first.

Equipment must be picked up on the first day of the reservation period. Failure to pick up gear will result in an infraction. Students will be expected to arrive at the time they listed on their equipment order. Arriving at the scheduled time ensures that the staff will have a greater opportunity to assist you during check-out.

Any equipment not picked up 30 minutes after the scheduled check out time can be forfeited and made available to other students. **Be sure to contact the Cage if there is a delay in your pick up, otherwise you risk forfeiting your order.**

During check-out please give yourself enough time to thoroughly examine your gear before leaving. You will be expected to inspect all equipment, and test the gear to confirm that everything is working and present. The more gear checked out, the longer it will take to inspect it. Give yourself AT LEAST 30 minutes to look over your items and test them. **Larger orders will require more time for inspection and could take up to 2 hours.** During this process, make note of how items are packaged and stored since they should be returned that way.

Malfunctioning equipment and/or parts missing must be brought to the attention of the Equipment staff **BEFORE** leaving the facility. If some of your gear is found to be faulty, we will remove this item from your reservation and give you a replacement or comparable item if possible. As a precaution, students should take care to note any damages already present on

their check-out form while completing their inspection. These notes can be used for reference during check-in.

A check-out form provided to the student will list all equipment the student is responsible for, and list the date that these items must be returned. This information is in WebCheckout as well. Barcodes placed on the equipment should match what is listed on your WebCheckout order.

Students must review this check-out form, initial next to all items to verify they are present and in good condition, and sign to accept the gear.

**ONCE THE EQUIPMENT LEAVES THE FACILITY, IT IS THE STUDENT'S RESPONSIBILITY!**

**PLEASE NOTE: If you are transporting equipment in a vehicle, you can utilize the loading area outside the Dodge Court entrance. Standing (parked with a driver present) in Dodge Court is acceptable if you are LOADING or UNLOADING equipment into the school. Don't leave your car parked in Dodge Court after you are done loading/unloading. The parking signs are enforced by the city. This is a high traffic area, so please be respectful of other students needing to load/unload gear, as well as the other tenants of the building.**

**IX. Equipment Check-in**

At the scheduled check-in time, students must return the equipment they have borrowed. Extensions will not be granted.

Equipment must be returned in its **entirety** on the due date specified in WebCheckout. Any student checking in late will have an infraction added to their account (unless that student has made prior special arrangements with the Equipment Coordinator). Every day the equipment is late, an infraction will be accrued.

The student who is listed on the check-out form must be present for the return of the equipment. Students should not make returns on behalf of other students (unless special arrangements have been made with the Equipment staff in advance).

Partial returns are discouraged and can result in infractions. **Equipment should be complete and ready to go during check-in.**

Dropping-off equipment and leaving it unattended near/in the Equipment Cage is prohibited. **DO NOT** leave the area until all equipment has been accounted for and an Equipment Cage employee has verified this with you. Failure to do so will result in an infraction. Give yourself time for the return process!

**Be sure to report any malfunctions, damages, or issues immediately upon return. You will be asked to fill out an Equipment Missing/Breakdown form to document the incident.** It will be noticed if something is amiss, so the sooner the notification the better.

Equipment employee inspections could take several hours on busy days. Missing or damaged items will be officially reported to the student via their CSU email. Students can decide not to remain for the full inspection, however, they should verify with the staff that they are all set to leave the facility. Additionally, they should plan to follow up with the Cage in case there are any issues. **We strongly suggest staying at the cage until your order is checked in.**

Equipment must be returned clean, well packed, and fully functional. Cables should be wrapped neatly and c-stands locked into proper position. If items are returned in a haphazard state, the borrowing student will be expected to immediately remedy this, or accrue penalties as a result. Unreasonable delay or refusal to organize/clean gear will impact the student's future use of equipment.

**All files and media must be completely offloaded before returning the gear.** Do not assume the files and media will be present or available if you forget to do this!

Students will be penalized if they return equipment that has been obviously placed in extreme weather conditions- extreme heat or cold. Not only is this practice bad for the equipment, attempting to hand off an item that is extremely hot or cold to an equipment cage employee without notice could harm them.

#### X. Penalties for Late Returns

Every day the equipment is late, an infraction will be accrued. For example, three infractions would be accumulated if a Friday return was not completed until the following Monday.

Please be sure to respond as soon as possible to all Equipment Cage inquiries about the status of late returns. This helps indicate that the student actually is aware of the situation and intends to return equipment.

Equipment not returned within 24 hours of the scheduled due date will be considered theft and reported to the appropriate authorities.

#### XI. Missing, Stolen, or Damaged Equipment

Until any missing, stolen, or damaged items are resolved, a student cannot reserve or check out equipment. **Failure to replace, repair, or locate equipment will result in suspension of checkout privileges, and will be reported as theft.**

**If an item or part of an item is not returned** on its scheduled return date, the student borrower will be responsible for locating the item or replacing it. Whether or not you remember having the item in your possession, you are responsible once you sign for the items and take them! This will be non-negotiable.

**If an item is damaged** while in the student's possession, they will be responsible for the full repair or replacement costs. The repair provider will be chosen at the discretion of the School of Film & Media Arts. Repairs should not be attempted or made without approval.

**If an item is stolen**, the student should immediately file a report with the appropriate police department and provide a copy of this report to the Equipment Coordinator. An Equipment Missing/Breakdown form must be completed at the Equipment Cage as well. The student will be asked to meet with the Equipment Coordinator and the FMA Director to discuss the incident and provide further details as needed.

PLEASE NOTE: FMA faculty will be responsible for reviewing any and all losses/damages that occur in classes under their jurisdiction with the Equipment Coordinator.

## XII. Equipment Suspension

Access to equipment is a privilege, and not a right.

Attempts to try and operate outside the parameters of normal equipment access is strictly prohibited and will not be tolerated.

If a student is suspended from equipment access, this is a result of violating the Equipment Cage policies.

Students who attempt to provide gear to individuals with suspended access will be penalized. This is this an unwise practice, and puts the equipment at risk.

Students who are unable to utilize FMA equipment will need to seek other equipment sources on their own until their privileges are restored.

## XIII. Additional Equipment Resources

- Cleveland Camera Rental
- Dodd Camera
- Ohio HD

\*\*\*Please note, these listed resources are not officially sponsored or recommended by CSU, and are only provided as an example of options.\*\*\*