

[] Approved

Received Date/Time: _____

IC Loc. Req.: _____

Idea Center Location/Space Usage Request

Please submit to Rick Pitchford in the School of Film & Media Arts
1375 Euclid Avenue – FM 686
216-687-5077
r.pitchford@csuohio.edu

Facility Approval

This completed application should be submitted to Rick Pitchford a **minimum of 7 days** prior to the planned usage in order to be processed. Submission of this form does not guarantee use of a space until official approval is granted. Please email r.pitchford@csuohio.edu for an update on the status of your application. Additional information on the process and the spaces can be found on the last page of this form.

Cancellation

Notice of cancellation for any approved locations must be submitted to Rick Pitchford within **3 working days** of the planned film shoot.

Required Information

NAME: _____ STUDENT ID #: _____

EMAIL: _____ PHONE: _____

COURSE AND SECTION #: _____ INSTRUCTOR: _____

PROJECT NAME: _____

LOCATION REQUESTED (WITH ROOM NUMBERS AND/OR DESCRIPTIONS OF SPACE NEEDED):

(Keybox access to the equipment cages in FM672/Studio A or FM670/Studio B will be granted upon request.)

DAY, DATE AND HOURS REQUESTED: _____

TOTAL HOURS IN SPACE: _____ SPECIAL REQUIREMENTS: _____

DESCRIPTION OF PROJECT OR USE:

ESTIMATED NUMBER OF CAST AND CREW ON SITE: _____

Please list the names of the primary participants and their CSU ID numbers on the back of this form.

If Film School equipment is used at this location, please include the following WebCheckout information:

WEBCHECKOUT ORDER: CK-_____ PATRON NAME: _____

I, as the above named requester, understand that all locations and facilities should be left in good condition as when received and agree to be fully liable and responsible for any property damage, loss, or theft incurred during the time of use. In doing so, I will be held financially accountable for all associated charges resulting from improper use of the space and promise to fully reimburse the School of Film & Media Arts promptly on demand for such costs.

SIGNATURE: _____ DATE: _____

List of all participants present for this event:

NAME:

CSU ID #:

_____	_____
_____	_____
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FOR OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE.

Information on the use of the FMA facility located on the 6th floor of the Idea Center building:

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 allowed. Priority to rooms/spaces will be determined by proposed usage. Requests should include day/date, beginning and ending times, names and CSU IDs of students present, names of non-CSU participants, the course name and instructor, details on the use of rooms/spaces requested and steps to be taken to return 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 and FM683.

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, the rehearsal room on North end of the building, the student kitchenette, corridors along the West, North and East sides, the front lobby area, the area between faculty offices and the faculty kitchenette.

Occupied 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 6th 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.) Tap access using CSU ID cards can be provided for the Euclid Ave. main entrance, vestibule doors leading to the South elevators and the 6th floor South elevator vestibule doors, but only under special circumstances. Once on the 6th floor, tap access can be given 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, and FM683) can be made available via the keybox opposite the North elevators. Additional lead time is required for keybox access.

UNDER NO CIRCUMSTANCES ARE EXTERIOR DOORS, DOORS LEADING TO STAIRWELLS, OR ARE OTHERWISE LOCKED TO BE PROPPED OPEN. ALL DOORS ARE TO BE CLOSED AND CHECKED AT THE END OF THE USAGE BEFORE VACATING THE AREA.

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 most public areas of the building, some overhead lights are always on and have no controls. The Northeast side of the common area is an example.

Information on the use of NON- FMA locations of the Idea Center building:

Access to areas in and around the Idea Center building not leased by CSU must be granted by the tenants of that space, and with the knowledge and consent of Playhouse Square. Areas outside the building will need permission from multiple tenants/owners of this or other properties in the immediate area AND from the city of Cleveland Police Department. Contact Michael Butler, Captain #6569, Cleveland Division of Police, Field Operations, Special Events Coordinator, at MButler@city.cleveland.oh.us.