



CSU School of Film & Media Arts Studio Policies

The following policies are in place to maintain the integrity of the studio spaces for the benefit of all, and to help ensure the safety of cast and crew. The use of the School of Film & Media Arts' facilities and equipment is a privilege. It can be revoked.

Location Requests:

- All locations in the Film School, including studios must be requested through Rick Pitchford (r.pitchford@csuohio.edu) using the FMA Idea Center Location Request Form found on the FMA Resources Page (artsandsciences.csuohio.edu/film/resources). Fill out form and return to FM 686 or via email. See address above. Minimum lead time is 3 business days. Maximum lead time is 60 days.
- You must disclose the complete scope and intention of your project. Your permission to use FMA facilities is granted based on the information provided in the Location Request Form. You cannot change the parameters of a project in a significant way once you've been granted access to the studio. If in doubt, resubmit the form.

Access:

- Studio use is exclusively for FMA approved projects. School of Film & Media Arts facilities and/or equipment cannot be used for any commercial projects (projects for hire).
- Summer studio access is limited, but will be considered on a case-by-case basis.
- Evening and weekend keybox and tap access to FMA facilities (including studios and studio cages) will be granted by Rick Pitchford upon studio request approval. Passing of keys, IDs, passwords, or access codes between users is prohibited.
- Studios are booked on a first-come, first-served basis. While there is no set limit to the duration and frequency of studio requests, during peak production periods the practice of monopolization may be cause for denial.

Usage:

- You must currently be enrolled in the School of Film & Media Arts to access facilities and equipment. All students must have their CSU IDs with them at all times when in the School of Film & Media Arts.
- You are expected to maintain a congenial and cooperative environment conducive to focused, creative work. Inappropriate conduct is not allowed. This includes, but is not limited to: inappropriate language, verbal abuse or harassment of any kind. Use of alcohol or controlled substances, theft or other illegal activities will not be tolerated.
- You must alert FMA faculty or staff in advance of any and all projects that involve prop weapons, minors, animals, stunts, pyrotechnics or nudity. These activities are considered outside the norm and require consultation.
- Set walls are never to be moved or modified (paint, nails, tape, etc.) without permission and assistance from a faculty or staff members.
- Studios must be left configured (tables, chairs, couches, etc.) in the same arrangement as depicted in posted images. This also includes cleanliness (tape spikes removed, trash discarded, floors swept, etc.).
- All studio equipment must be returned to its assigned location in the studio cage. Current studio inventories are posted and depicted. Production crew is responsible for restoring the studio and its cage to its depicted condition. Removing equipment from assigned studio to another location without permission of Dave Tarbert or Rick Pitchford is strictly prohibited.
- Studio cages are for storage of studio-assigned equipment exclusively. **NO OTHER ITEMS ARE TO BE STORED IN THE STUDIO CAGES.**
- The student submitting the Location Request Form may be held financially responsible for extreme mishandling or breakage. Props, costumes and/or personal items left in studio may be removed to the FMA Prop Shop or discarded.
- Vandalizing any School of Film & Media Arts property, including painting studio floors or walls or altering the space in any way (i.e., nails and/or fasteners), removing, or misusing any fire safety equipment (including exit signs, fire extinguishers, or fire alarms) is strictly prohibited.
- Food and beverages (capped water permitted) are strictly forbidden in the studios. Craft services must be presented in the Student Kitchenette, or other approved area.
- Smoke, haze, fog and glitter are not allowed in any of the FMA facilities. This includes props, costumes, and make-up that contain or are coated with glitter.
- Misuse of studio facilities may result in loss of access. In addition to violation of the policies above, misuse of studios can include: overbooking, 'no-showing', or repeated cancellation.

CSU School of Film & Media Arts Studio Policies Agreement

Complete and return this page to Dave Tarbert, FM663 or via email (d.tarbert@csuohio.edu), at least three business days before the first studio usage date.

I _____ have been given ample opportunity to read this document and I understand and agree to all of its terms and conditions. My crew, cast and myself will adhere to all policy particulars in their entirety as specified. Failure to do so may result in revocation of studio privileges in the future.

Signature: _____ Date: _____

Production Name: _____

Studio(s) Requested: _____

Studio Usage Date(s): _____

Idea Center Location Request number: _____

WebCheckout Order: CK _____