

Studio Manager contacts:

Kim Keown kkeown@massart.edu

Eve Hartig eehartig@massart.edu

How to Request Access to D309 & Policy

Time frame - Request access **48 hours** in advance or by **Thursday before a weekend**

Procedure –

1. Contact Studio Manager/sign up on calendarwiz
2. Fill out the attached form in person at the Film Cage, or online
3. Wait for email approval from public safety/use email if your ID doesn't work to gain access

If you don't hear back, check in again 24 hours in advance or by noon Friday

Rules -

- ☐ Only time actually being used can be reserved
- ☐ Notify staff of any changes asap by email if no one else is signed up on CalendarWiz
- ☐ Use only grip room equipment you have been previously trained on
- ☐ Never remove grip room equipment from D309 ever
- ☐ All equipment supplies and props must be returned to their proper places when finished - NO EXCEPTIONS
- ☐ No personal belongings or cage equipment can be left in D309 or grip room (unless prior permission and a key to the enclosed cage is obtained)
- ☐ Spike tape & debris must be removed, trash taken and **floor swept** after use and before you leave – NO EXCEPTIONS
- ☐ If you find any trash equipment supplies or props from a previous use, please notify film area studio managers by email, take photos immediately
- ☐ Responsibility for any damage or loss of D309 space, equipment, or cage equipment is the responsibility of the user/person named on form including dimmer board, grid, lights, grip gear, etc.
- ☐ You must ensure members of cast & crew follow safety/conduct procedures
- ☐ You must leave the studio, grip room and prop room clean and organized
- ☐ Do not use anything you do not know how to use
- ☐ Prior Training on electrical safety and grip safety procedures is mandatory
- ☐ Do Not Drill or Nail into/hand anything on walls, or damage sound proofing

This policy is non-negotiable and subject to change only by film area staff

Signature Page

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☐ By signing below, I understand and agree to all of the above conditions and I will abide by all of them.

Student Name: _____ ID# _____

Signature: _____

Access Date(s) & Time(s): _____

Failure to comply with any of these guidelines will result in a \$200 fine and loss of access