Access:

- Equipment is primarily for students currently enrolled in SASA, ART and JOUR Photography courses.
- **Reservations** are highly recommended and can be made up to two weeks in advance.
  
  Reservations must be made in person.
- Equipment may only be checked out for 24 hours Monday – Friday, but can be checked out over the weekend from Friday – Monday.
- You will only have access to the gear that’s available to the specific course you’re enrolled in.
- Only **YOU** can pick up and return equipment that you have checked out. No one else may pick up or return your gear for you.
- You are allowed up to one renewal per reservation, depending on availability of equipment.

Late Returns:

- Returning equipment late will result in a **$15.00** fine for every day the equipment is past due.
- A hold will be placed on your grades until the equipment is returned.
- If, during the course of a semester, you return items late three separate times, you will no longer have access to checkout gear from The Cage in Production Operations.

Responsibility:

- You are financially responsible for the equipment. Treat this equipment like it is your own. That means making sure all the parts and accessories are accounted for as well as returning equipment clean and properly stowed in its bag or case. The minimum fee for lost or damaged gear is **$25.00**.
- There is a limited amount of gear available for everyone. Please be mindful of others when handling the equipment and returning it on time. A late camera could impact your fellow students.
- Before you go out into the field, it is your responsibility to make sure your gear is in proper working order. It is recommended that you check and test your equipment before leaving The Cage.
- **NEVER** leave gear unattended. Always keep equipment in sight while shooting or filming.
- **NEVER** leave gear in your vehicle overnight or for any extended period of time unattended.
- There will be times when returning gear on time is not possible, from weather to personal reasons. If that is the case, please call Production Operations and let the staff know what is happening.
Sound Stage Policies Fall 2015

Sound Stage Hours
The Sound Stage availability varies based on academic courses utilizing the space. Please check with the staff in Production Operations for availability.

Access:
- The Sound Stage can be used by anyone needing a large production space. However, priority is given to students enrolled in specific SASA and ART production courses.
- **Reservations** are highly recommended and can be made up to two weeks in advance.
  
  Reservations must be made in person.
- The Audio Booth, located within the Sound Stage control room, is also reservable and can be used to record voice over, vocals or ADR.

Responsibility:
- Follow all Sound Stage procedures in turning on and off equipment. Please ask a staff member for assistance if you are not familiar with how to use something.
- You are financially responsible for the equipment. Treat this equipment like it is your own. That means making sure all of the parts and accessories are accounted for as well as proper use of the equipment. The minimum fee for lost or damaged gear is $25.00.
- Clean up when you are finished and return all cameras/items to their storage areas. All cables should be neatly coiled on their respective hooks.
- **DO NOT** remove any equipment from the Sound Stage.