

RTF EQUIPMENT ROOM
POLICIES, PROCEDURES, AND GUIDELINES
Effective September 2006

Bozorth Hall - Room 47
(856) 256-4347

ROLE AND FUNCTION

The RTF Equipment Room serves the students, faculty, and staff of the College of Communication at Rowan University that are engaged in radio, television, film, and related media production specifically related to college curricula, coursework, and faculty-directed projects. All equipment stored in this facility is property of the College of Communication at Rowan University, and this facility will not store personal belongings, equipment, or materials.

HOURS OF OPERATION

The RTF Equipment Room is open weekdays at hours to be determined at the start of each semester. The room is closed on the weekends. All business, including reservations, check-outs, and check-ins, is to be conducted during normal hours of operation. Business conducted outside of normal hours is at the discretion of the RTF Equipment Room manager, TV Production Coordinator, and/or Film Production Coordinator, and must be arranged at least 48 hours in advance.

FIRST-TIME ACCESS

Everyone who plans to check-out equipment must do the following before being permitted to make a reservation or check-out equipment:

- Read this document, remove the last page (Confirmation), sign and date it, and return it to the equipment room.
- Show evidence of teaching or enrollment in a production course that has access to equipment resources (can be verified by equipment room staff)
- Pass a practical exam (written and/or hands-on) for equipment that will be requested, if necessary.

MAKING A RESERVATION - STUDENTS

After completing the above requirements, students are granted access to specific equipment.

Reservations by students:

- are required for all TV and Film packages, and are highly recommended for other packages to ensure availability
- are made on a first-come, first-serve basis
- must be made at least 48 hours in advance of equipment check-out
- will only be accepted at the RTF Equipment Room during normal operating hours
- must be made IN-PERSON ONLY. No exceptions!
- must be reserved by and in the name of the person picking up the equipment.

Some programs (i.e., Film and TV) have other requirements students must meet before being allowed to reserve equipment. Check with your professor or Production Coordinator for more information.

MAKING A RESERVATION – FACULTY & STAFF

After completing the first-time access requirements, faculty and staff are granted access to specific equipment. Reservations by faculty and staff:

- are required for all packages
- are made on a first-come, first-serve basis (no faculty “trumping” of student reservations)
- must be made at least 48 hours in advance of equipment check-out
- can be accepted at the RTF Equipment Room during normal operating hours by staff, or at the Room by a Production Coordinator during non-business hours.
- should be made in-person with any Room staff member, but can be emailed to the appropriate Production Coordinator. Emailed reservations may be delayed up to 24 hours before being accepted and should only be used for reservations well in advance of need.
- must be reserved in the name of the faculty or staff member picking up the equipment.

CHECK-OUT PROCESS

Some programs have specific requirements for check-out. Please check with your professor or Production Coordinator for more information. The following will apply to ALL equipment check-outs, regardless of academic program.

1. Please plan that the check-out process will take approximately 10-30 minutes (based on how much equipment you're taking out) from the moment you arrive at the Equipment room to the moment that you leave with your equipment. If you don't have this time to wait, don't bother checking out equipment. As a courtesy to the staff and your fellow equipment borrowers, please be on-time for your check-out.
2. Upon arrival, you must show a valid Rowan ID.
3. If you did not make a reservation for equipment, you will either be turned away based on non-availability of equipment, or required to fill out a form for the equipment you want to check-out.
4. An Equipment Room staff member will bring your equipment to you. You are NOT permitted to enter the equipment room office or storage areas. Please wait patiently.
5. You are REQUIRED to set up and test ALL of your equipment. It is your responsibility to see that the equipment and accessories provided are in working order before you sign for them. Any missing parts, visible damage, broken cables and operating problems should be reported to the staff and noted on the check-out form at this time. If equipment is broken or missing upon return, you are responsible for repair or replacement costs.
6. You must sign and date the check-out form. Your signature means that you are 100% responsible for all equipment that you are checking out. You are fully and completely liable for any costs involved in repair or replacement of broken, stolen, or inoperative equipment upon your scheduled return.

TERM OF CHECK-OUT

Equipment can be checked out for a few hours, overnight, over a weekend, or until the next occurring business day (i.e., in the event of a holiday weekend). Extended checkouts require special permission from your professor and the Production Coordinator.

WHILE EQUIPMENT IS IN YOUR POSSESSION

Once you sign for equipment, you are responsible for that equipment until it is officially checked back into the Equipment Room. While you have equipment in your possession, please adhere to the following guidelines:

- Keep equipment and accessories in their protective bags or cases until you're ready to use them – protection from harsh weather elements is crucial! Extreme cold or hot temperatures, direct sunlight, and moisture can all cause severe damage to equipment.
- Be gentle with the equipment and remember that you're not the only person that needs to use it.
- Be alert when packing/unpacking your gear. Most loss occurs when items are simply misplaced. Also, if you repack your equipment the way it was when you checked-out, it will greatly speed up your check-in.
- You will not be charged for dead batteries, blown bulbs, or other expendables if you return with the spent items at check-in.
- Equipment should be safeguarded at all times. Never leave equipment unattended – even in classrooms and Rowan buildings. Take it out of your vehicle, even if it is locked or in a garage. Equipment has been stolen under all of these conditions. If your equipment is stolen, YOU are still financially responsible.
- In the event of theft, immediately report the incident to both the Equipment Room (x4347) and Rowan Security (x4911). Failure to do so will result in fines and penalties.

CHECK-IN PROCESS

Some programs have specific requirements for check-in. Please check with your professor or Production Coordinator for more information. The following will apply to ALL equipment check-ins, regardless of academic program.

1. Please plan that the check-in process will take approximately 10-30 minutes (based on how much equipment you've taken out) from the moment you arrive at the Equipment room to the moment that you leave. If you don't have this time to wait, don't bother checking out equipment. As a courtesy to the staff and your fellow equipment borrowers, please be on-time for your check-in.
2. The person bringing in equipment MUST be the person that took it out.
3. Upon arrival, you must stay with your equipment at all times until each item is officially received by a staff member. Each of your equipment items will be checked off one by one. Remember that you are NOT permitted to enter the equipment room office or storage areas. Please wait patiently as this process may take some time.
4. If you have not already done so, report any lost, stolen, missing, non-working, or damaged items to the Equipment Room staff. You will be financially liable for any repair or replacement costs incurred due to negligence. You will be required to meet with a Production Coordinator, and further instructions and information will be provided at that time.

LATENESS / NO-SHOW

You are expected to show up on time for your check-out and check-in. However, it is understandable that situations may arise that prevent this from happening. Therefore, you are given a 30-minute grace period starting from the time that you are scheduled to arrive. After 30 minutes, you will be charged an initial lateness fine, and additional fines will be charged every 15 minutes thereafter.

- If you are late for your check-out, after 30 minutes your equipment may be given to someone else. After 2 hours (or at the close of business for the day if sooner), if you still have not shown up for your check-out, you will be charged the no-show fine, your reservation will be cancelled, and you will be required to meet with the Production Coordinator before being allowed to reserve or check out any more equipment (even if your equipment has already been given out to someone else).
- If you are late for your check-in, you will continue to be fined every 15 minutes until the close of business for the day. At that point, you will be charged the no-show/next day fine. Each successive business day that the equipment is not returned, you will be charged the no-show/next day fine. You will also be required to meet with your professor and the Production Coordinator before being allowed to reserve or check out equipment in the future.

You may call the Equipment Room (x4347) at any time before or during your initial grace period to extend the grace period to a full hour. Fines will then begin on the hour and continue as explained above. Repeated lateness or no-shows will result in a cancellation of equipment privileges, indefinitely.

CANCELLATIONS

In the event that you must cancel your reservation, please do so soon as possible. The cancellation fee will be waived if you cancel by 9am on the day of your scheduled check-out. You may cancel in-person or by phone (x4347). If you do not cancel, you will be penalized according to the lateness / no-show policy described above. Please be aware that your reservation may be cancelled at any time by your professor or by the Production Coordinator if you do not meet specific requirements set forth in a particular course or program of study.

IN-FIELD EQUIPMENT TRANSFER

If you wish to transfer equipment to another student or faculty member directly while "in the field," you must first obtain written authorization from the Production Coordinator. This will come as a signature on the In-Field Equipment Transfer form. In-field transfers are approved strictly on an as-needed, last resort basis. When you transfer equipment to another party, the new party inherits all responsibilities

for that equipment. Unauthorized transfers or transfers that do not follow proper procedure may result in both fines and loss of equipment privileges. See the Production Coordinator for more information and instructions.

FINES AND PENALTIES

Fines and penalties are assessed by the Production Coordinator, Equipment Room Manager, and/or your professor. All fines must be paid through the Bursar's Office, as the fine will be applied to your student account. Unpaid fines result in a hold being placed on your account by the Bursar's Office. Specific payment instructions are available from the Equipment Room Manager or Production Coordinator. The following fine and penalty structure is given as an example, and amounts may change from year to year. Please check the official fine and penalty list posted in the equipment room for exact amounts for the current academic year.

LATENESS / NO-SHOW FOR CHECK-OUT (no call)

Timeframe	Fine	Penalty
30 minutes	Initial lateness, \$5	Equipment may be given to someone else, and the fine must be paid before future reservations or check-outs
45 minutes	Additional lateness, +\$5	
1 hour	Additional lateness, +\$5	
1 hour 15 minutes	Additional lateness, +\$5	
1 hour 30 minutes	Additional lateness, +\$5	
1 hour 45 minutes	Additional lateness, +\$5	
2 hours (or close of business day if sooner)	No-show, +\$20	Reservation cancelled, and required meeting with Production Coordinator before future reservations or check-outs allowed. Three no-shows = indefinite loss of equipment privileges
TOTAL FINES: up to \$50		

LATENESS / NO-SHOW FOR CHECK-OUT (called in)

Timeframe	Fine	Penalty
1 hour	Initial lateness, \$5	Equipment may be given to someone else, and the fine must be paid before future reservations or check-outs
1 hour 15 minutes	Additional lateness, +\$5	
1 hour 30 minutes	Additional lateness, +\$5	
1 hour 45 minutes	Additional lateness, +\$5	
2 hours	Additional lateness, +\$5	
2 hours 15 minutes	Additional lateness, +\$5	
2 hours 30 minutes (or close of business day if sooner)	No-show, +\$20	Reservation cancelled, and required meeting with Production Coordinator before future reservations or check-outs allowed. Three no-shows = indefinite loss of equipment privileges
TOTAL FINES: up to \$50		

CANCELLATION

Timeframe	Fine	Penalty
Before 9am day of check-out	None	None
After 9am day of check-out	Cancellation, \$20	Fine must be paid before future reservations or check-outs

IN-FIELD EQUIPMENT TRANSFER

Authorized by Production Coordinator?	Fine	Penalty
YES	None	None
NO	Unauthorized Transfer, \$25	Fine must be paid, and required meeting with Production Coordinator by all parties, before future reservations or check-outs by all parties.

LATENESS / NO-SHOW FOR CHECK-IN (no call)

Timeframe	Fine	Penalty
30 minutes	Initial lateness, \$5	Fine must be paid before future reservations or check-outs. Repeated lateness may result in loss of equipment privileges.
45 minutes	Additional lateness, +\$5	
1 hour	Additional lateness, +\$5	
Every additional 15 minutes until end of business day	Additional lateness, +\$5	
End of business day	No-show / next-day, +\$100	Fine must be paid, and required meeting with Production Coordinator and professor before future reservations or check-outs. More than 2 business days late = Indefinite loss of equipment privileges
End of each successive business day until equipment returned	No-show / next-day, +\$100	

LATENESS / NO-SHOW FOR CHECK-IN (called in)

Timeframe	Fine	Penalty
1 hour	Initial lateness, \$5	Fine must be paid before future reservations or check-outs. Repeated lateness may result in loss of equipment privileges.
1 hour 15 minutes	Additional lateness, +\$5	
1 hour 30 minutes	Additional lateness, +\$5	
Every additional 15 minutes until end of business day	Additional lateness, +\$5	
End of business day	No-show / next-day, +\$100	Fine must be paid, and required meeting with Production Coordinator and professor before future reservations or check-outs. More than 2 business days late = Indefinite loss of equipment privileges
End of each successive business day until equipment returned	No-show / next-day, +\$100	



CONFIRMATION **OF RTF EQUIPMENT ROOM POLICIES, PROCEDURES, AND GUIDELINES**

I, _____, have read the *RTF Equipment Room Policies, Procedures, and Guidelines* document and understand it completely. I will abide by the rules set forth in this document when I reserve, check-out, use, and check-in equipment. Furthermore, I understand and will accept the consequences if I do not follow proper procedure.

PRINTED NAME

SIGNATURE

DATE

EMAIL ADDRESS

PHONE NUMBER

ROWAN ID NUMBER

PRODUCTION CLASSES THIS SEMESTER (*check all that apply*):

- | | |
|---|--|
| <input type="checkbox"/> Sound Communication Sec: _____ | <input type="checkbox"/> TV 1 Sec: _____ |
| <input type="checkbox"/> Film 1 Sec: _____ | <input type="checkbox"/> TV 2 |
| <input type="checkbox"/> Film 2 | <input type="checkbox"/> TV Documentary |
| <input type="checkbox"/> Advanced Film | <input type="checkbox"/> Other: _____ |