

CAM Procedures for Use of Film Equipment in the Cage

The College of Arts & Media (CAM) at the University of Colorado Denver (UCD) maintains a cage containing video and film production equipment. This equipment is primarily for use in teaching and student learning in FILM courses. There may be times when equipment is not needed for in-class instruction or for check-out by FILM students to complete academic creative projects assigned in class. At such times, CAM equipment can be used by CAM faculty to further their professional creative research agendas. CAM students may also utilize equipment in times of low demand. Personal, non-academic projects by faculty, staff or students will never have priority over academic work when equipment is reserved or checked-out.

Management of the FILM cage is under the supervision of the Chair, Department of Theatre, Film and Video Production (TFVP). The Chair, in consultation with the Dean, may make arrangements for staffing of the cage and the management of equipment. The Chair make delegate decision-making with respect to equipment assignment and usage to the staff in charge of equipment management.

Equipment will be maintained in good operating condition. Students and faculty using CAM equipment can expect that the equipment will be appropriate to support their creative research and learning. Students and faculty using CAM equipment are responsible for maintaining it in good condition while it is in their possession and returning it in a timely fashion as scheduled. Equipment that is lost or damaged is the responsibility of the person checking-out the equipment. Repair or replacement will be at the discretion of the Manager of the Cage. University insurance policies often do not cover the cost of replacement or repair of equipment damaged while it is in the possession of a student, and even if the loss is covered (depending on the circumstances), there is often a large deductible. Students and faculty members who have checked out the equipment are responsible for replacing or repairing damaged equipment so that it can continue to be available for fellow students. Therefore, students and faculty members should investigate whether their homeowner's or renter's insurance policies cover them for such losses.

Equipment from the cage is to be operated only by individuals who are trained to do so. CAM faculty members will provide lists of students and the specific equipment on which they are trained. CAM faculty and students who are not TFVP majors and who have not been trained in the use of a specific piece of equipment will not be eligible to check it out unless and until the Manager of the Cage has had an opportunity to determine that the borrower has an appropriate level of skill and familiarity with the equipment.

Students, faculty and staff should understand that the use of the professional equipment in the Cage is a privilege. The Manager of the Cage, with the approval of the Chair, TFVP, has the authority to decline to approve the check-out of any equipment to any individual if the Manager believes that it is in the best interests of CAM to do so.

CAM intends that the Cage will be operated like a professional-level equipment rental house. If equipment needed for a production is not available from the Cage, students and faculty may rent equipment at their own expense and on their own responsibility from commercial outlets.

- I. Priority of Use
 - a. Equipment to be used by CAM faculty in a class session attended by students
 - i. Faculty should reserve equipment as early as possible.
 - ii. Faculty members must satisfy the Manager of the Cage that s/he has the knowledge and skill level appropriate to operate the equipment to be demonstrated in class.
 - iii. Equipment scheduled to be out on a student shoot may not be available to the faculty member if prior arrangements have not been made.
 - b. Equipment to be used by CAM students for class assignments
 - i. Faculty members will coordinate student assignments so as to spread the load on student equipment. Faculty will approve scripts for shooting and the list of equipment to be signed out of the Cage. Faculty will approve student sign-out of equipment for coursework in a way that does not encourage “over-booking” of equipment that is not essential to the project.
 - ii. Faculty members will ascertain that each individual student has the skill level and knowledge to operate each piece of equipment appropriately. Faculty members will provide the Manager of the Cage a list of students who are qualified to check out specific pieces of equipment.
 - iii. Students must sign up for the equipment that they need as early as practicable. Students must return the equipment by the agreed time or they may be subject to late fees.
 - iv. All such class assignments will provide on-screen credit as follows: “Department of Theatre, Film and Video Production, College of Arts & Media, University of Colorado Denver for equipment.” Other departments of UCD and CAM shall be credited as appropriate.
 - c. Equipment to be used by CAM faculty for research and creative work on projects in which students are involved
 - i. Faculty members can sign-out equipment for use on research and creative work. Projects in which current CAM students are working as crew or talent will receive priority.
 - ii. Faculty members must satisfy the Manager of the Cage that s/he has the knowledge and skill level appropriate to operate the equipment to be demonstrated in class.
 - iii. If such projects produce revenue, rental of equipment shall be charged at rates set by the Manager of the Cage. (See Appendix A) If revenue is accrued after the project begins, the project budget shall be adjusted to provide for reimbursement to CAM for equipment rental. The Manager of the Cage will invoice the faculty member. Any Invoice for rental of equipment will be due

and payable on receipt by check (no cash or credit cards) made payable to “University of Colorado Denver” and mailed to “College of Arts & Media, University of Colorado Denver, CB 162, Post Office Box 173364, Denver, CO 80217-3364.

- iv. All such projects will provide on-screen credit as follows: “Department of Theatre, Film and Video Production, College of Arts & Media, University of Colorado Denver for equipment.” Other departments of UCD and CAM shall be credited as appropriate.
- d. Equipment for use by CAM students on co-curricular projects
 - i. Students can sign out equipment for use on co-curricular projects that are approved by the Chair, Department of Theatre, Film and Video Production (TFVP).
 - ii. All co-curricular projects will have a faculty advisor to provide oversight of the project who will review and approve the list of equipment to be signed out and who will sign off on shoot approval.
 - iii. The Chair of TFVP will ascertain that the project will not have a negative impact on the availability of equipment for academic purposes. Such projects are not to conflict with academic projects, described above, which have priority.
 - iv. Only students who have been trained in the appropriate and safe operation of a piece of equipment will be able to check it out.
 - v. Equipment for such projects will not be subject to a rental fee unless revenue is realized for the project. In such cases, rental of equipment shall be charged at rates set by the Manager of the Cage. (See Appendix A) If revenue is accrued after the project begins, the project budget shall be adjusted to provide for reimbursement to CAM for equipment rental. Payment for rental of equipment shall be made by invoice from the Manager of the Cage to the student checking out the equipment. The Invoice will be due and payable on receipt by check (no cash or credit cards) made payable to “University of Colorado Denver and mailed to “College of Arts & Media, University of Colorado Denver, CB 162, Post Office Box 173364, Denver, CO 80217-3364.
 - vi. Students must sign up for the equipment that they need as early as practicable. Students must return the equipment by the agreed time or they may be subject to late fees.
 - vii. All such projects will provide on-screen credit as follows: “Department of Theatre, Film and Video Production, College of Arts & Media, University of Colorado Denver for equipment.” Other departments of UCD and CAM shall be credited as appropriate.
- e. Equipment to be used by CAM faculty for research and creative work on projects in which no students are involved
 - i. If equipment is not otherwise being used for instructional purposes, CAM faculty can reserve and check out equipment for research and creative projects.

The check-out period shall not impinge on any instructional work or projects that are student managed or that include student crew or talent.

- ii. Faculty members must satisfy the Manager of the Cage that s/he has the knowledge and skill level appropriate to operate the equipment to be demonstrated in class.
 - iii. For such projects, rental of equipment shall be charged at rates set by the Manager of the Cage. (See Appendix A) Payment for rental of equipment shall be made by invoice from the Manager of the Cage to the faculty member checking out the equipment. The Invoice will be due and payable on receipt by check (no cash or credit cards) made payable to "University of Colorado Denver and mailed to "College of Arts & Media, University of Colorado Denver, CB 162, Post Office Box 173364, Denver, CO 80217-3364.
 - iv. All such projects will provide on-screen credit as follows: "Department of Theatre, Film and Video Production, College of Arts & Media, University of Colorado Denver for equipment." Other departments of UCD and CAM shall be credited as appropriate.
- f. Equipment to be used by CAM students for outside projects that are neither curricular or co-curricular
- i. A CAM faculty member must approve of a project of this type. The faculty member will approve the script for shooting and the list of equipment to be signed out of the Cage.
 - ii. Only a student who has been trained in the appropriate and safe operation of a piece of equipment will be able to check it out.
 - iii. Faculty members will coordinate student rental of equipment for creative projects not part of curriculum coursework so as to spread the load on student equipment. Faculty will approve student sign-out of equipment for such projects in a way that does not encourage "over-booking" of equipment that is not essential to the project. Faculty will ensure that the booking of equipment for non-curriculum-related projects does not impinge on students or faculty needing equipment for coursework. Students should understand that providing equipment for such projects is a lower priority than supporting academic creative work and expect that equipment will most often not be available.
 - iv. Students will sign up for the equipment that they need as early as practicable. They will return it by the agreed time or they may be subject to late fees.
 - v. Students will pay to rent equipment for projects of this type at rates set by the Manager of the Cage. (See Appendix A) Payment for rental of equipment shall be made by invoice from the Manager of the Cage to the faculty member checking out the equipment. The Invoice will be due and payable on receipt by check (no cash or credit cards) made payable to "University of Colorado Denver and mailed to "College of Arts & Media, University of Colorado Denver, CB 162, Post Office Box 173364, Denver, CO 80217-3364.

vi. All such projects will provide on-screen credit as follows: "Department of Theatre, Film and Video Production, College of Arts & Media, University of Colorado Denver for equipment." Other departments of UCD and CAM shall be credited as appropriate.

g. Other University projects

i. In rare instances, equipment may be checked-out to non-CAM faculty or staff of the University for University-related projects. Any faculty or staff member checking out equipment must demonstrate to the Manager of the Cage that he/she is familiar with safe and professional standards of usage for the equipment being signed out. Faculty and staff should understand that providing equipment for such projects is a lower priority than supporting academic creative work and expect that equipment will most often not be available.

ii. For such projects, rental of equipment shall be charged at rates set by the Manager of the Cage. (See Appendix A) Payment for rental of equipment shall be made by invoice from the Manager of the Cage to the person checking out the equipment. The Invoice will be due and payable on receipt by check (no cash or credit cards) made payable to "University of Colorado Denver and mailed to "College of Arts & Media, University of Colorado Denver, CB 162, Post Office Box 173364, Denver, CO 80217-3364.

iii. All such projects will provide on-screen credit as follows: "Department of Theatre, Film and Video Production, College of Arts & Media, University of Colorado Denver for equipment." Other departments of UCD and CAM shall be credited as appropriate.

II. Condition of equipment

a. The Manager of the Cage has the responsibility of seeing that equipment checked-out is in proper working condition.

b. The person checking out the equipment has the responsibility to ascertain that equipment she/he checks out is in proper working order. If the equipment is returned damaged or impaired, the person who checked out the equipment is responsible financially for repairing or replacing the equipment at the discretion of the Manager of the Cage. It is therefore in the best interest of anyone checking-out equipment to be sure that everything works, that all parts of kits are present and that the record of the check-out is correct at the time of check-out. Further, the person checking-out the equipment is responsible even if another member of a crew causes damage or loss to the equipment. Those checking out equipment for crew-based projects might wish to enter into agreements with crew members during a project to share any costs of lost or damaged equipment.

c. It is the responsibility of the person returning equipment to report any damage, impaired functionality or other unexpected occurrences related to the equipment (e.g., submersion, dropping, overheating).

- d. If equipment is lost or stolen while checked-out, the person checking out the equipment will pay for the cost of replacement. University insurance policies cover instances of loss only in very limited circumstances. It is the responsibility of the person checking out the equipment to safeguard it while it is out of the cage. Replacement will most often involve buying new equipment that is comparable to that lost, destroyed or damaged beyond repair.
- III. Credit to TFVP, CAM, UCD
- a. All projects using equipment from the Cage will provide on-screen credit as follows: “Department of Theatre, Film and Video Production, College of Arts & Media, University of Colorado Denver for equipment.” Other departments of UCD and CAM shall be credited as appropriate.

APPENDIX A

Rental Schedule for CAM FILM Cage

<u>ITEM</u>	<u>UCD CAGE</u>
HVX200	\$250/day
EX1	\$400/day
A1U	\$200/day
DVX100	\$250/day
Z1U	\$300/day
PD150	\$200/day
ARRI KIT	\$100/day
TRIPOD	\$75/day
LOWELL KIT	\$50/day
DOLLY	\$60/day
C-STANDS	\$5 each/day
HMI	\$125/day
KINO KIT	\$75/day
FLAG KIT	\$15/day
APPLE BOXES	\$2 each/day
CLAMPS	\$2 each/day
SAND BAGS	\$2 each/day
MONITOR	\$200/day
FIELD MIXER	\$30/day
BOOM KIT	\$40/day
LAPTOP	\$50/day
P2 8GB CARD	\$30/day
P2 16GB CARD	\$50/day
EX1 8GB CARD	\$50/day

