

## School of Film/Video

### EQUIPMENT CAGE POLICIES AND PROCEDURES

As a member of the School of Film/Video community, each person has an obligation to adhere to these policies and procedures so that everyone can expect equipment in The Cage to be cared for, treated with respect, and available per their reservation. Access to The Cage is a privilege and a great resource. Do not take it for granted. You can lose partial or complete access to The Cage if you do not follow these policies and procedures.

Read this document completely, sign it, and a copy will be kept on file at The Cage.

**STUDENT RESPONSIBILITIES:** You, the student, are fully liable for all equipment signed out by you while in your possession. Furthermore, you are responsible for inspecting the condition of all items BEFORE leaving The Cage area. Any gear damaged, lost, or abused regardless of who may be working with you is your responsibility. You are expected to read all notices regarding your reservations (guidelines, hours, due dates, procedures, etc.) located on the School website, [2pop.calarts.edu](http://2pop.calarts.edu), or posted at The Cage.

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**EQUIPMENT REQUESTS and RESERVATIONS:** ***\*\*COVID 19 Precaution: The Cage is no longer accepting Equipment Requests in person\*\**** All equipment must be requested online via the ***Student Project Application*** form at [2pop.calarts.edu](http://2pop.calarts.edu). All Equipment Requests must be placed a minimum of 2 weeks prior to your shoot dates, and can be requested a maximum of six weeks in advance. Once it gets approved by your mentor and The Cage staff, the request turns in to an Equipment Reservation. We will then schedule a Check-Out and Return Appointment with you. The length of your reservation will depend on your needs and the equipment availability. A typical reservation is 3 to 4 days. Longer checkouts need approval from the Equipment Supervisor or the Equipment Coordinator. Please communicate with us in advance if any changes need to be made to your reservation via email at [fvcage@calarts.edu](mailto:fvcage@calarts.edu) or by phone at (661)222-2706. **All Reservations must be cancelled 24 hours in advance to avoid a \$25 cancellation fee.**

**NOTE:** The ONLY exceptions to the Equipment Request six week maximum are Graduate Theses. Reservations for thesis films can be made as soon as the project receives approval. This will be prearranged with The Cage, the Graduate Degree student, and Justin Hogan, The Head of Production Services for Film and Video.

**CHECK-OUT APPOINTMENT:** This is the specified pickup date and time for your Equipment Reservation. Being on time is not only important for you, it is essential for keeping The Cage functioning. You have a 30 minute window from your appointment time to pick up your equipment, and your preparation inspections must be completed within an hour. This leaves a total of one hour to complete the entire process. Please allocate your time accordingly. **We do not accept proxies.** Many of our equipment kits contain itemized content sheets to aid you by visually showing its included components. It is your job to make sure everything on the list is present and in working order upon pick-up. A Cage employee will be available to you throughout the process. Please address any problems, concerns, or questions to this individual. **If you are late for your appointment without prior communication your reservation will be terminated and you will receive a cancellation fee of \$25.** Contact The Cage immediately by phone or email if you have any concerns. Open communication is key to a good working relationship with The Cage.

***IMPORTANT NOTE:*** *As sole bearer of liability, you shall be responsible for paying any costs related to your equipment reservation. This includes but is not limited to tardiness, neglected care, extra cleaning, damage, or loss that is not covered by the Institute's insurance while in your care.*

**Do not leave any gear unattended.** Loss of equipment due to theft or negligence will result in losing Cage access.

**CHECK-OUT INVOICE:** This is a list of the equipment that will be issued to you upon your pickup. It's your responsibility to make sure that everything looks correct. Check and be sure the invoice is in your name, the dates are right, and all the equipment contents are present. If you find something wrong with the equipment let a student worker or Cage Staff employee know before you sign the form. The Check-Out Invoice acts as a confirmation of your pickup. You will be held liable if you discover something is not working correctly or an item is missing after you sign it even if you did not cause the problem.

**CHECK-IN APPOINTMENT:** You absolutely must be on time. You will have a 30-minute window from your appointment time to return all items to our designated drop-off location. **A \$50 fee will be issued if the gear is returned late.** Moreover, a supplementary \$50 fee will be added for each additional day until everything is returned--this includes single items missing from a kit, i.e., 1 of 4 batteries, etc.. Be thorough! Other students will be depending on the equipment that you have out and this may affect their shooting schedule. Please be courteous and be on time.

**All equipment must be returned exactly as you received it.** Leave adequate time during your production to strike and account for all items. Neatly organize it. Remove tape and its residue, wires, dirt, cat hair, Velcro, etc. If you don't you will receive a cleaning fee starting upwards from \$10. If intensive cleaning is required, you will be billed to have the gear serviced by an outside specialist (this is a common problem with dirt getting into tripods and other sensitive pieces).

The Cage staff will thoroughly check your gear upon its return. It can take up to 72 hours to alert you of any problems with your return. If there are no issues, you will receive an emailed confirmation of its completion.

**TIME EXTENSIONS:** Any extension of time to equipment already checked out must be approved by The Cage Supervisor or Cage Coordinator 48 hours before the Check-In appointment time. **Intentionally not returning while knowing items are due will be considered a Major Infraction.** We will work with you and extend reservations when reasonably possible.

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**INFRACTIONS (Fees):** All infractions are at the discretion of the Equipment Supervisor and Equipment Coordinator. Please communicate any damages that occurred during the production process with us openly. We appreciate and understand that things happen on productions and we want to help. Please be honest. It goes a long way in building a trusting relationship with The Cage staff. *Listed below are the most common infractions. Infractions aren't limited to the ones listed below.*

**Minor Infractions - 5 minor infractions and/or cumulative fees amounting to greater than \$2000 will subject your access to be under probationary review.**

1. Check-Out Cancellation - \$25 Fee
2. Late Check-In Appointment - \$50 Fee
3. Damage to a main part of an equipment kit (a camera, a light, matte box etc) – value of the repair/replacement
4. Damaged/lost accessories or associated items to equipment - value of the repair/replacement
5. Lost Content Sheet - \$10
6. Atypical Cleaning (removing glue, adhesive, Velcro, paint, dog hair etc) - \$10 and upward
7. Careless Return – Depending on state we may not accept it and it could be considered late. \$10 and upward.

**Major Infractions - Your access is turned off and under instant review.**

1. Theft – Value of the replacement and further associated fees.
2. Vandalism/Intentional damage (defacing equipment, intentionally removing FVCage tags or scratching them out, painting surfaces, etc) – Value of repair/replacement further associated fees
3. Unapproved Extension-- Intentionally not returning equipment when it was not approved.
4. 1 checkout with a total of damages/losses greater than \$2000.

**Probationary Review:** Limited or turned off access until you meet with The Cage Supervisor to investigate the situation(s). If transgression(s) continue it will be escalated to your mentor, the Director of Technology, and/or The Dean. It may have both academic and/or financial consequences. Limited or loss of access have potential to be penalties in this situation.

**Instant Review:** Your access is turned off immediately until you meet with The Cage Supervisor to investigate the situation(s). If the transgression(s) warrant it, it will be escalated to your Mentor, the Director of Technology, and/or The Dean. It may have both academic and/or financial consequences. Limited or loss of access is a penalty in this situation.

**ATTITUDE:** Any profane language, threats, or disrespect directed toward any of The Cage personnel will not be tolerated and will result in sanctions being placed on the offending student.

**IN ADDITION...**

- The School of Film/Video is not responsible for any re-shoots or costs incurred that may be required due to equipment failure.
- If you have a large package to pick up. Be sure you arrive with enough time to give yourself and The Cage enough time to deal with you and your equipment.
- If you're experiencing problems, contact The Cage via email [fvcage@calarts.edu](mailto:fvcage@calarts.edu) or phone us at 661.222.2706

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**FV Cage Contact Information :**            **661.222.2706**            [fvcage@calarts.edu](mailto:fvcage@calarts.edu)

By signing below you agree that you have read the above policies and procedures, agree to follow them, and acknowledge that failure or refusal to do so can result in fines or loss of access privileges.

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**Student's Name Printed**

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**Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Email** @alum.calarts.edu

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**Program/Degree Year**