

**CCSF CINEMA DEPARTMENT
ISSUE ROOM RULES AND REGULATIONS
FALL 2024**

CONTACT INFORMATION

Issue Room Landline: (415) 239-3652 (students: put this in your cell phone)

Issue Room Email: cinetech@mail.ccsf.edu (equipment or computer lab-related questions)

Jing Endo jendo@ccsf.edu Technical Instructional Assistant, office next to Issue Room

ISSUE ROOM CHECKOUT, Tutorials & COMPUTER LAB HOURS

MONDAY 8:30 – 7p

TUESDAY 8:30 – 7p

WEDNESDAY 8:30 – 7p

THURSDAY 8:30 – 7p

FRIDAY 8:30 – 4p Last check out at 3:30!

Walk-in Tutorials available Fridays at beginning of the semester

CINEMA COMPUTER LAB

The Lab officially opens to students in Week 3.

While using Cinema Department computers students will not initiate or execute any software updates. We will be using Adobe Creative Cloud [125](#). Software updates will only be executed by Cinema Faculty, Staff and/or IT. If you notice something isn't right on a computer station please report it to the Issue Room ASAP. They will fix or create a work order to get it fixed.

Due to the possibility of different versions of software and auto-update settings at home, it works best to choose to **either at home edit OR edit in the Computer Lab** but not move back and forth between the two. An exception to this may be Cine 56 Editing—see the instructor for more details.

We strongly advise students using the labs to keep **a separate copy of their media** and most recent Premiere (or other) project file with your most recent edit on your personal hard drive. Your folder should be ok on the computer but do not count on it. Also, you may not be able to sit at the same station every time you walk in.

Students must sign-in at the XXX counter and headphones are available at checkout if you don't have them. (Please work with them if your piece has sound.) These day-loans are recorded on your "white card."

Absolutely **NO food or beverages are permitted in the labs**. If you are caught with these items, you will be asked to leave.

Issue Room staff may provide lab assistance, but cannot leave the Issue Room for extended periods of time.

EQUIPMENT RESERVING AND LENDING

We offer equipment on a limited, first-come, first-serve basis. You must be registered in Cinema production courses during the current semester in order to use Cinema department equipment. You are allowed to use the equipment allocated to the class or classes in which you are enrolled only (see exception for sound in next paragraph). **You may check out equipment only after it has been demonstrated in class and only for class assignments.** (If you miss the sole class equipment demo or need a review, you can request a **tutorial via the Issue Room**.) Our equipment is a big investment and it is important to treat it professionally as instructed in class, to ensure no loss and damage.

Exception: Students who take Cine 60 or 61 are allowed to continue to take out the sound equipment they were taught after finishing the course, but only if enrolled in another production course and using the sound equipment on the course assignment (ie Directing, Cinematography, Narrative, etc)

Tutorials: Apart from walk-in tutorials on Fridays, you must book tutorials in advance. Look for a sign-up sheet in the IR or ask the instructor/Lab Monitor.

Before checking out any equipment, students are required to sign and initial the last page of this Rules and Regulations form (see below). Instructors usually present this in class in the third week of the semester. **Students are also required to pass a quiz on the Rules and Regulations.**

Students are required to purchase some of their own supplies, including film stock or processing, Class 10 SD cards, flash drives, mic batteries and expendables. (Students are not required to purchase the more expensive C-Fast cards for the BMPCC camera.)

LIABILITY

The Cinema Department does not take responsibility for defective equipment nor reimburse you for losses resulting from its use. Therefore, **you must thoroughly check equipment BEFORE leaving the Issue Room to ensure your package has everything listed on the form and is in proper working order.** If any equipment is lost or broken, EVEN IF YOU CHECKED IT OUT BUT DID NOT USE IT, or someone else

on your crew is at fault, you must replace or pay for any damaged/ lost equipment listed on your Web Check-out Agreement sheet.

CARE OF EQUIPMENT

Let IR staff know if a piece of equipment did not work or is damaged when returning. It is common practice to put a piece of colored tape or a note on the tripod leg that doesn't hold or the cable that isn't any good, or the light stand that has a problem. That way when you return, it is evident where the problem is.

Tripod plate - do not leave on camera, return seated on the tripod.

Lenses--use a blower or gentle canned air for dust. Do not wipe the lens unless it has visible fingerprints on it. *Avoid touching the glass* at all times - there should not be any fingerprints if handled correctly. Clean lenses with fresh *lens-cleaning tissue* or lens cloth; do not use your clothing.

Keep all lens caps in the camera case--do not put in pockets or personal ditty bags.

Wrap all cables neatly and make sure the lens is clean upon return.

Batteries and battery chargers are easy to forget; check the case contents list before returning.

Always use the "one latch" rule with any closed camera or sound case--that means if the lid is down, at least one latch must be closed. Otherwise leave the lid up/open.

Do not take CCSF equipment to the beach.

Do not leave equipment *unattended in your car* or any public space, even on a lunch break. (Bring camera or sound cases with you.)

Do not use equipment for stunt photography on bicycles, cars, or other moving vehicles. Do not take equipment more than 50 miles from campus without permission from the instructor.

Remove all batteries when returning, from mics, cameras, sound recorders and keep separately in the case.

When shooting outside or moving the camera, *always keep a hand on camera or panhandle* (don't step away until another crew member has stepped up.)

BMPCC 4k Cameras - *be sure to leave the lens adapter on the camera body!!* and not on the

back of a prime lens.

Handle all equipment as if it were your own!

RESERVING

1. Reservations will be made in-person at the counter in 126. (We do not take phone reservations.) One reservation per person at a time, **per class**.
2. All weekend requests should make a reservation at least two days in advance. Small packages (four pieces or less) do not need a reservation unless picking up on a Friday.
3. Larger packages are advanced cameras and/or more than four pieces. (Cinematography and Directing classes—plan ahead!) These should be reserved at least two days in advance for any checkout, any day of the week. You may be asked to fill out the large package checkout form.
4. If you wish to **cancel** a reservation, you must call the Issue Room at least 48 hours **BEFORE** the date of pick-up, or penalty will apply.
5. There is a 24 hour waiting period between reservations **for the same piece of equipment** for the same class.

CHECKING OUT

1. Weekend checkouts: Pick up on **Fridays before 3:30**; return on Mondays before 11A. (Monday holidays sometimes add a day, so then it is a Tuesday return.) Students in Cine 54, 74 and Cine 131 may be able to check out on Thursdays with permission of the instructor.
2. Weekday checkouts must be returned in two days by 11AM. (Example: a Monday checkout returns on Wednesday by 11AM) The exception is Thursday checkouts, these must be returned by Friday at 11AM.
3. Walk-up checkouts are ok for small packages except on a Friday (Canon T5i, tripod and two additional items or any four pieces apart from the bigger cameras.)
4. If you are running late for a checkout or return **please call the Issue Room** to let staff know.
5. If another group member is returning the equipment you have checked out, you must write their name and phone number on the Checkout form.
6. Extended Checkouts - During holidays, extended checkouts may be available with approval of the instructor.

7. The Issue Room opens in Week 3 and closes the day before Finals Week.
8. The last *weekend checkout* will be Friday, May 10th, returning Monday, May 13th.

EQUIPMENT CHECK OUT & RETURN POLICIES

1. **CHECK OUT:** You'll receive and sign a sheet with all of your equipment listed on it. Again, we make every attempt to charge batteries and check that all is in order. However, it is **your responsibility to check equipment yourself *while in the Issue Room*** so that if something is missing or not working you can point it out and if needed, receive another package.
3. **PICKING UP:** For anything more than a camera and tripod, come at least a half hour before the Issue Room closes. **On Fridays, this means 3:30p at the latest—the bigger the package, the earlier you should come Friday afternoon..**
4. **KEEP THE PAPERWORK LISTING EACH ITEM** with you, so you can use it to check off each item when you wrap. This way you'll know that nothing is missing when you return.
5. **NO PASSING OFF TO OTHERS:** As the student who checks equipment out under your name you are responsible for returning that equipment and for any loss and damage to the equipment. No passing off to others.
6. **RETURN OF THE EQUIPMENT:** You have a **half hour grace period** beyond the 11AM return time. If you are running any later you must call the Issue Room. The later you return, the more serious the violation is and you may get your equipment borrowing privileges revoked. While returning some lights you may be asked to pull them out, plug in and show the lab monitor that they are working. You must return your own equipment (unless the returning person (another member of your group) is noted on the checkout form) Give yourself time for a return, you will wait for Issue Room staff to inspect the gear.

Let the staff know if any of your equipment has been damaged or lost so the department can arrange with you to repair or replace it. Did anything give you any trouble, not work properly? For instance, if a tripod leg slips and doesn't hold, you should mark this with a piece of tape and let staff know upon return.

If equipment gets damp or muddy, please wipe it down before returning.

7. **BE PRESENT UPON RETURN** when the equipment is returned. If someone other than the person checking out the equipment returns, you must call the Issue Room and give them the name and phone # of the person returning for you.

8. PENALTY POLICY

Penalties are imposed if you:

- No Show for pick-up or you cancel with less than 48-hours notice.
- No show for return. (Call if you are going to be late!)
- Late return beyond your half hour grace period.
- Return only a portion of your equipment.
- Return damaged or lost equipment *and do not inform the Issue Room upon return.*

9. PENALTY CONSEQUENCES

One penalty: No equipment for two weeks.

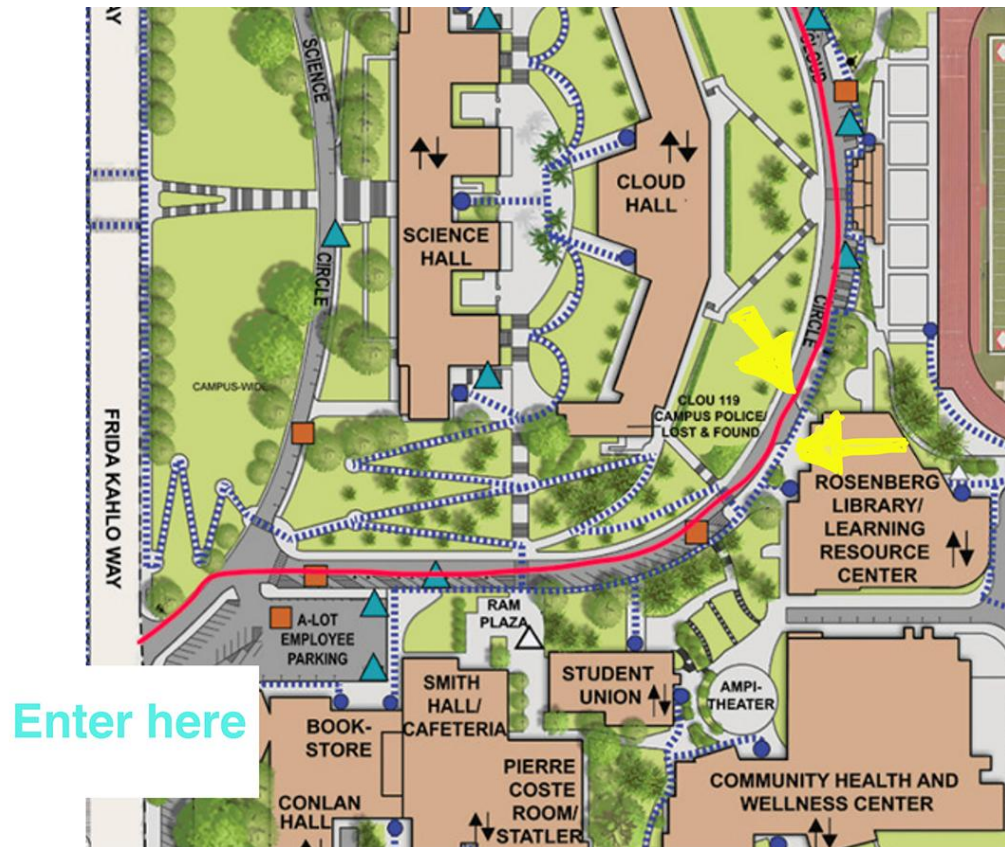
Two penalties: any two of the above violations will result in losing checkout privileges for **the rest of the semester.**

Students who fail to communicate promptly with the department regarding loss or damage of equipment may have grades put on hold, may be reported to Campus Police, and may be dismissed from the Cinema Department.

PARKING FOR EQUIPMENT PICK UP & LOADING

We are allowed to use a spot in front of Rosenberg library for a brief 10 - 15 minutes to load large packages of equipment. However, when you drive up, you must call Campus Police: (415) 239-3200 to give them your car description and license plate number. Cars enter the one-way "Loop" from Friday Kahlo Way and park parallel to curb on the right. See the yellow arrows on the map below.

Enter the one-way Loop from Frida Kahlo Way and drive towards the library.



*If you park in a police spot or a disability spot even for a minute or two, you may get ticketed—and it is a hefty fine. If you have to do this, call the Campus Police and give them your car description and lic plate number.

Initial do's and don'ts on the next page and sign agreement.

(Continued next page ...)

ISSUE ROOM AGREEMENT

- ___ I will not check out equipment until I have used it in class or taken an IR tutorial.
- ___ I will treat all equipment gently and with respect for it as a shared item.
- ___ I will not check out equipment for personal use—but only for course assignments.
- ___ I will reserve equipment at least two days in advance for Friday checkouts.
- ___ I will reserve large packages at least two days in advance.
- ___ I will call the IR if I am going to be later than 11AM for a return.
- ___ If canceling any reservation, I will give 48 hours notice.
- ___ I will return the equipment I check out myself OR list the name and phone of returning group member on my checkout form when I pick it up.
- ___ Large packages (intermediate & advanced cameras or more than 4 items) I will not arrive to pick up shortly before closing, but a minimum half hour before closing.
- ___ I will keep equipment safe and within reach at all times—never unattended in a car.
- ___ I am aware that a no-show for a reservation incurs a penalty.
- ___ When checking out, I will thoroughly check equipment for all parts and working order before signing the form.
- ___ When wrapping after shooting, I will check case list of contents against actual contents to ensure that nothing is missing.
- ___ When returning, I will not place equipment on the counter and expect to quickly leave. I will remain until the staff has accounted for and examined all items.
- ___ I will not take equipment to the beach or use it for stunt photography.

I hereby certify that I have read the above “Rules and Regulations” and agree to the Lab Use & Equipment Check-out Policies. I assume full liability for any equipment lost or damaged on my shoot.

Student Name _____ ID # _____ Passed Quiz _____

Signature _____ Date _____

Phone: _____ Course(s) Enrolled in _____