

2026-27 Student Handbook

Field Equipment & TV Studio



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August 2026

The policies in this handbook are subject to change at any time without prior notice.

SPS Equipment Office

Scheduled Equipment Checkouts & Returns

SPS will operate by appointment-only. Equipment checkouts must be pre-scheduled; equipment returns must be pre-scheduled. **If you miss your pre-scheduled appointment time, you will be required to reschedule.** Appointments can be made by emailing your instructor-approved, safety coordinator-approved (where appropriate) equipment request form to: sps@pointpark.edu. Please send your approved equipment request form as an attachment in the email. **Equipment request forms must be properly filled out with phone number and email addresses.** SPS staff may contact customers via phone or email to re-confirm appointment time and gather information regarding equipment changes, additions or substitutions.

Equipment Checkouts

SPS will have your small gear orders at the tan, double, metal, interior SPS doors (across from the water fountain) in the UC. **Please take the time to look over your gear prior to leaving for set.** The Playhouse has a loading dock that may be utilized for larger orders. **Loading dock door usage is based on availability after Playhouse needs and must be coordinated with the Soundstage Manager for available times, not SPS.**

Equipment Return

We request that upon check-in, the designated crew member **has ALL gear in their possession prior to the return appointment, e.g.: all cards must be returned at the appointment time with the associated camera or other gear.** Upon return, a designated crew member will remain present while the SPS staff opens all gear bags and boxes and inspects the gear. The Playhouse has a loading dock that may be utilized for larger orders. **Loading dock door usage is based on availability after Playhouse needs and**

must be coordinated with the Soundstage Manager for available times, not SPS.

SPS Equipment Office

120 University Center

412.392.6166

sps@pointpark.edu

Normal Hours (first two weeks of semester)

Monday – Thursday 9:15 am – 5:45 pm

Friday – 9:15 am – 4:45 pm

Saturday – CLOSED

Sunday – CLOSED

Extended Hours(begins 3rd week of semester)

Monday – Thursday 9:15 am – 8:30 pm

Friday – 9:15 am – 4:45 pm

Saturday – 10:15 am – 3:45 pm

Sunday – CLOSED

*Hours subject to change weekly based on class needs. Please check with the office during holidays and finals. Please visit: <https://pointpark.sps.getconnect2.com/> for the most up to date hours information.

The Student Production Services department serves students and faculty in the School of Communication and the Department of Film & Animation programs. Only students in these programs may borrow equipment. All other students needing equipment should contact the Media Services office at 412-392-6160.

Usage

SPS equipment may only be used for class projects, U-View productions and other university-sanctioned projects. Students must be currently enrolled in classes and have a valid Point Park student ID.

Responsibility Agreement for Borrowing Video Equipment

Listed below is a copy of the responsibility agreement that you will sign upon equipment check out.

PLEASE READ CAREFULLY! THIS LEGAL DOCUMENT AFFECTS YOUR RIGHTS!

I certify that I have received and read the SPS Student Handbook (the "Handbook") and that I agree to the terms and conditions contained in the Handbook. I warrant that I completed the applicable classes, trainings, and competency exams on the proper use of this equipment. I agree to limit my use of the equipment to the uses allowed by the Handbook. I inspected all of the equipment rented from SPS before taking possession and acknowledge that all equipment is complete and in working order. I understand that I am fully responsible for all equipment rented from SPS while it is in my care, custody, and control until I return the equipment to the University and the University accepts the equipment. I accept liability for any damages to or loss of the equipment, regardless of how such damages or losses occurred. For any loss or damages to the equipment, I agree to pay the deductible on the University's insurance for the equipment (limited at \$5,000). I agree to return all borrowed equipment within the time limits established by the Handbook ("Due Date"). I agree to pay the late fees set forth in the Handbook if I fail to return the equipment before the Due Date. I acknowledge that Point Park University will place a hold on my student account, which will prevent me from registering for classes, receiving diploma, etc., until I pay all SPS late fees and damage charges in full.

Equipment Request Cancellations

Equipment requests for classroom instruction purposes is always given first priority. SPS reserves the right to cancel student equipment requests at any time if there is a conflict with a faculty request for classroom equipment. If this happens, SPS will notify students as soon as possible so that other arrangements can be made.

SPS Equipment Request Form

This form is available as a PDF and can be downloaded from the SPS equipment management system, connect2, at <https://pointpark.sps.getconnect2.com/>. The PDF version can also be downloaded by scanning the QR code into your Google drive

(located at the SPS office in UC120).

Students that need field equipment for advanced production classes must complete the SPS Equipment Request Form and have it signed by the Safety Coordinator (for Film only) or instructor for all Comm. classes and particular sound and animation classes.

Students in School of Communication Broadcast classes (VJ Kit check outs) do not need to complete a request form if the borrowing period is less than 4 hours. Any requests for more than 4 hours must have a request form completed and signed. Students that need equipment for U-View productions complete an equipment request and have it signed by the Coordinator of the Student Broadcast Network. Signed equipment requests should then be turned into the SPS staff and are subject to final approval, based on equipment availability, student eligibility and other extenuating circumstances that may arise.

Field Equipment Policies & Procedures

SPS field equipment is only available to students in the Broadcast Journalism, Photography and Film & Animation programs.

- **Broadcast Journalism** students may borrow equipment for class projects for a maximum of 4 hours. If the 4-hour period extends past SPS office hours, then the equipment will be due back the following morning. Students needing equipment longer than 4 hours must fill out an equipment request and have an instructor or advisor signature.
- **Film & Animation** students, as a general rule, have a set schedule of when they can sign out equipment. These schedules are determined by the Film department and based on each classes' needs. Advanced equipment packages **MUST** have a completed and signed equipment request from the Safety Coordinator. Examples would be Production III & IV, Intermediate & Advanced Cinematography, etc.
- Where applicable, equipment may be reserved in advance; in person at the SPS Office in 120 University Center or by phone at 412-392-6166.
- The type of equipment that a student may borrow is based on major, the nature of the project, classes they have been completed or are currently taking, competency exams passed and other criteria determined by the faculty and SPS management.
- Competency exams are required to borrow certain pieces of advanced equipment and must be completed before the equipment can be checked out.
- Equipment due-back times will be strictly enforced and late fees will be charged for any equipment that is returned late. Equipment that is missing for more that 24 hours without contact from the student will be considered stolen and a report will be filed with the police.
- If there is a legitimate reason that equipment cannot be returned on time, students must call the SPS Office prior to the due-back time to request and extension and avoid being charged late fees. Extensions can only be approved by the SPS management staff and will only be granted if the extension will not interfere with classes or other students that need the equipment.
- Allow for extra time (at least 1/2 hour) when coming to pick-up or return equipment, especially at peak times (Monday morning & Friday afternoon).
- When checking-out equipment, SPS staff will thoroughly inspect the equipment to verify that everything is complete and in good working condition. Students are responsible for ensuring that they get all the equipment and accessories that is needed and testing it before leaving the office. Any problems with missing parts or non-working equipment must be addressed before signing for it.
- At check-in, SPS staff will thoroughly inspect the equipment again to ensure that everything is the same as when it was taken out. Damage / loss will be determined at the time of check-in by the equipment room staff and a report will be filed.
- If items are lost or it is determined that damages resulted from negligence or misuse, the students will be financially responsible for repair or replacement costs of the equipment. However, students will not be held responsible for damages that are determined to be a result of normal "wear & tear".
- Students should be present to check-in equipment they signed for. If another person returns the equipment, the person that signed for the equipment is still responsible for damages or losses.
- **Equipment must never be dropped off outside the SPS office door when the office is closed and will be considered abandonment.** Students will be fined \$250 for the first offense and will have their SPS account suspended permanently for the second.
- Expendable items and media are not provided by the SPS department. This includes gels, gaffer tape, disposable batteries, etc.

Photography Equipment Policies

Photography equipment is only available to students in the Photography and Photojournalism programs. These students, as a general rule, may only borrow designated still photography field equipment for class projects and/or university-sanctioned projects. Students may borrow equipment listed on the photography equipment request forms. Check out duration for equipment is listed on the form which can be found on <https://pointparkspg.getconnect2.com/> Students are responsible for replacing disposable light meter batteries.

Late Fees

Late fees will be charged for equipment that is returned after the due back time indicated on the checkout form. Before signing the checkout, make sure that the due back day & time is correct.

Late fees will be charged on an hourly basis at \$25.00 an hour.

IMPORTANT: To avoid late fees call the SPS office and request an extension from the management staff. Requests for extensions must be made **prior** to the due back time. Again, the phone number for SPS is (412) 392-6166.

Account Holds & Suspensions

Students that incur late or damage fees will have a hold placed on their student account, which will prevent them from registering for classes, receiving a diploma, etc. Holds can only be removed by following the instructions in the fine letter and paying these fees at the Student Service Center located on the first floor of Thayer Hall. SPS reserves the right to suspend any student's equipment borrowing privileges in the event that fees are not paid or the student repeatedly violates SPS policies.

TV Studio
107 University Center
412.392.4314
sps@pointpark.edu

Normal Hours (first two weeks of the semester)

Monday – Thursday 9:15 am – 5:45 pm

Friday 9:15 am – 4:45 pm

Saturday: CLOSED

Sunday: CLOSED

Extended Hours (begins 3rd week of the semester)

Monday – Thursday 9:15 am – 8:45 pm

Friday 9:15 am – 4:45 pm

Saturday: By Appointment Only*

Sunday: CLOSED

*Weekend hours are available only by submitting a signed studio request form at least one week in advance and will be subject to staff availability.

TV Studio Policies & Procedures

- Closed-toed shoes **MUST** be worn at all times in the studio. Sandals, flip-flops, slippers and bare feet are not permitted.
- Food is **NOT** permitted in any part of the studio except for the green room.
- Drinks are **NOT** permitted in the control or audio rooms but are permitted in the studio (107UC) as long as they are in bottles or other spill-proof containers. Please keep all drinks away from the news desk, studio cameras, lighting console, etc.
- Smoking, cooking, fog machines or anything that produces smoke can potentially trigger the fire alarms and may not be used in the studio.
- No equipment, including TV and computer carts, may be removed from the studio area without permission from management.
- System configurations, equipment, wiring, etc. must not be tampered with or altered in any way. Doing so will result in suspension of studio access privileges.
- Do not sit, stand, walk, place light stands or any objects on the cyc (painted white wall). As a rule of thumb, anywhere the floor is painted gray is safe.
- The lights, riser, desk and other equipment associated with the news set may not be moved or altered without permission from management. This also applies to the chroma key screen and any temporary sets that have been constructed in the studio.
- SPS personnel will unlock doors and turn on A/V systems for classes and other productions. Please ask before turning any equipment on or off.
- When the "On-Air" lights are on, please be quiet in the hallway outside the studio.
- To avoid clutter in work areas, backpacks, coats and other student belongings should be stored in the lockers in the green room.
- Students may use the greenroom lockers and must provide their own padlock. All locks must be removed and lockers cleaned out at the end of each semester.
- The green room (dressing room) must be cleaned at the end of each class or production. Food, boxes and other trash must be thrown away. All personal items must be removed or put away in a locker.

Maintaining Studio Appearance

Because there are visitors and tours coming in to see the studio, it is extremely important to maintain its appearance. There are also several classes that use this space daily with little time in between for cleanup. Please be considerate by doing the following before leaving the studio:

- Place the studio cameras & cables back in their storage positions in front of the control room window. If you are unsure how to do this, ask the SPS staff for assistance.

- Put away all equipment, cables and props when finished. Cables must be over & under wrapped before storing.
- Disassemble and put away all sets, risers and furniture used during production.
- Place chairs in studio, news desk and control rooms back where they belong.
- Reset knobs & faders on the audio console, remove all patch cables from the patch bays and reset all equipment back to its default state.
- If any lights on the grid are altered they must be reset back to their original position and alignment. All lights used from the dimmer room must be taken down and put back in their proper place on the shelves.
- Take all coats, backpacks, books and other personal belongings with you.
- Pick up ALL trash and place in the cans in the hall outside the studio.

Requesting Use of the Studio

Students who meet certain criteria may reserve the TV studio for working on school-related projects. All reservations of the TV studio (outside of scheduled classes) must be made through the TV Studio Manager at least 1 week in advance to allow for scheduling of technical support personnel.

The studio request form is available at <https://pointparksp.s.getconnect2.com/>. The studio request form is a part of the equipment request form, on the bottom of the second page for each department. An instructor or advisor's signature is required and completed requests should then be turned in to the Studio Supervisor. All requests will be accepted based on availability of the space, support staff, and eligibility of person(s) making the request.

All studio reservations must be cancelled at least 24 hours in advance. Students who do not show up or do not cancel at least 24 hours in advance will be fined \$25 and have their studio reservation privileges suspended.

Studio Training Program

Prior to working on U-View shows or other television productions outside of classes, students who want to direct or technical direct must complete BPMM 216 Multi Camera Video Production & Directing.

U-View show producers must complete COMM 215 – Video Storytelling.

For more information, call 412-392-4314 or email sps@pointpark.edu.