

Film Centre STUDENT MANUAL

JHU-MICA FILM CENTRE

This manual will be updated regularly to reflect any changes to schedules, processes, and policies that may be necessary as circumstances change this spring. Students should anticipate that Film Centre, JHU, and MICA policies will be updated regularly in response to shifts in the pandemic.

Please review the manual as needed, and if you have questions about current checkout procedures, please contact Cage Coordinator Connor Drake. If you have questions about other Film Centre policies, please email co-directors Annette Porter or Academic Program Administrator, Melissa Capello. See contact information below.

Department Contacts

Directors

Annette Porter | JHU-MICA Film Centre Co-Director | Saul Zaentz Innovation Fund Director

201K| aport21@jhu.edu | w: 410-225-6717

Stacey Salazar |

Administration

Melissa Capello | Academic Program Administrator

204| mcapello@jhu.edu | w: 410-462-7557

Amanda Shoff | Program Coordinator

201| ashoff1@jhu.edu | w: 410-462-7563

Facilities & Software

Melissa Capello | Academic Program Administrator

204| mcapello@jhu.edu | w: 410-462-7557

Amanda Shoff | Program Coordinator

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Equipment

Connor Drake | Film Cage Coordinator

Video Cage 240A | cdrake01@mica.edu | w: (410) 462-7592

General Info

Equipment Cage telephone:	<u>410-462-7592</u>
Film Centre website:	www.jhumicafilm.com
Film Centre email:	info@jhumicafilm.com
Film Centre main line:	410-225-2567

To stay up to date with Film Centre updates and news, please sign up for the Film Centre Newsletters here:

General Film Centre Newsletter: <https://jhumicafilm.com/newsletter>

MICA Student Film Centre Newsletter:

JHU Student Film Centre Newsletter:

Hours

Building and facility hours will vary as needed through the semester. Please refer back to this page and the student dashboard to confirm current hours.

Hours	M-F	Sat - Sun
Building	8am-1am - April 17th-May 11th	8am-1am
Production Facilities	8am-1am -April 17th-May 11th	8am-1am
Cage	12pm-7pm Mon/Tue/Wed/Thur/Fri	
Cage summer hours	12-4pm	Closed

To access Film Centre services students must:

- Be currently enrolled in a Film Centre course.
- Thoroughly read and understand this Student Manual.
- Attend one of the Orientation sessions if you have not in a semester prior.
- Sign the [JHU-MICA Film Centre Cage Agreement Form](#)

Building Access & Production Facility Policies

Card Access

MICA and JHU IDs allow students entry to the Film Centre and card access will be during normal building hours only when security is onsite. Building hours typically change over the course of the semester and during the Summer/Winter and are updated via the website, newsletter, and posters throughout the building.

- By default, card access to the Film Centre allows students, faculty, and staff to enter:
 - Film Centre Entrance (North Ave.)
 - Stairwell/Elevator entrances on North Ave and 20th St.
 - 2nd Floor Stairwell Entrance
 - Computer Classroom - T239
 - Grad Lounge - T205 (Grads Only)

Students have access to facilities for class projects by scheduling through WebCheckout reservations. Rooms can be reserved and used during normal FC operating hours only. Special arrangements must be made for reservations longer than one day. Facilities available for use by checkout:

- 205 - Grad Lounge (Available to Grads only no checkout necessary)
- 205A - Grad Lounge Edit (Grad only with grad managed sign up sheet)
- 210 - Sound Studio Live
- 212 - Sound Studio Control
- 220 - Copy Stand Room
- 221 - Sound Stage Control/Copy Stand/Animation room- for approved projects and Animation use only
- 223 - Sound Stage
- 224 - Large Collaborative Edit (Tier III – Grad, Thesis, Capstone and Studio North only)
- 226 - Installation Room
- 228 - VR Lab/Capture Studio (JHU ISET only)
- 228A - VR Finishing Suite (JHU ISET only)
- 231 - Small Narrative Edit Suite
- 233 - Small 5.1 Surround Edit Suite
- 235 - Small Finishing Edit Suite
- 237 - Small 4K/Color Correct Finishing Edit Suite
- 239 - Computer Lab Classroom (Available for student use when classes are not in session)

Security

Allied Universal is an independent security company that is contracted by JHU on behalf of the Film Centre. They report directly to JHU Security. There will be a guard stationed at the North Avenue and 20th St. entrances to the Film Centre. That guard should be at their post whenever the building is open.

JHU Campus Safety and Security: 410-516-7777

MICA Campus Safety: 410-225-2245

[JHU CAMPUS Safety ALERTS](#)

[MICA Campus Safety Alerts](#)

Make sure you are also receiving campus-wide emails from your respective institution.

For more information on building access and security or parking and transportation, click [here](#).

General Rules and Regulations

- Those affiliated with Johns Hopkins University must abide by all institutional policies on the university [policy website](#). Those affiliated with the Maryland Institute College of Art must abide by all institutional policies as outlined on the college [policy website](#).
- Abide by local, state, and federal laws.

Film Centre Digital Services

MICA Credentials for ALL USERS

A myMICA account will be created for all students, staff and faculty. These MICA credentials allow log-in access to computers, the server, [LinkedIn Learning](#), [WebCheckout](#), G-Suite, [Microsoft Office365](#), and [Adobe Creative Cloud](#). If JHU students enroll in a MICA course, they can then access the online materials on Canvas. More information on this can be found [here](#). For help with any of the above you can email: help@mica.edu

Film Centre Computers and Software

Computers

All Film Centre computers are Mac Pro, Mac Studio or iMac, with the exception of VR equipment.

VR lab 228A, VR carts, and laptops are PCs.

Software

Adobe Creative Cloud suite is available to students enrolled in classes at the Film Centre by using MICA credentials. Downloadable instructions are available [here](#). The software below is available to all JHU & MICA students through MICA account:

- *Adobe CC Suite*
- *Microsoft 365 Office Suite*
- *Google Suite*
- *LinkedIn Learning*
- *Duo Dual Authentication*-- Required for log in to MICA site
- *Cisco AnyConnect*-- Required for log in to MICA VPN

The following software is available for student use on certain computers throughout the Film Centre. Film Centre access to facilities and computers is through our WebCheckout reservation system. If you have any questions about access to software please contact [Amanda Shoff](#) and cc the faculty teaching the class for which you'll need access.

- *Avid Media Composer*
- *Avid ProTools*
- *Ableton Live*
- *DaVinci Resolve - Free version available*
- *Final Draft*
- *Cinema4D - Free version available*
- *Epic Unreal Engine - Free version available*

- *MadMapper - Free version available*
- *Unity*
- *Final Cut*
- *Logic Pro*
- *Compressor*
- *Movie Magic Budgeting v*
- *Movie Magic Scheduling*
- *Dragon Frame*
- *Maya Suite*
- *Soundly*

Server

Rosebud, the Film Centre server, can be used to store or transfer files between Centre computers. The server shows up on the desktop as: *Film Centre*. The server can be accessed while on the Film Centre computers on the local network under Finder/Go/Connect to Server/Rosebud.

The Rosebud server can also be accessed remotely on your personal computer through VPN using Cisco AnyConnect. You'll first need to [download and install](#) the Cisco AnyConnect software.

Instructions to access the MICA VPN on a Mac can be found [here](#) and for a PC can be found [here](#). Once you've connected to the VPN network, you'll need to find the Server Rosebud and mount the drive Film Centre to access your class folder.

Film Centre WiFi

There are three Wi-Fi networks at the Centre:

- **JHUMICA** provides access to Centre printers and the server. The password is **tenfilmcenter**.
- **MICA** network can be logged into with MICA credentials.
- **Hopkins** network can be logged into using JHU credentials.

Film Centre Film and Video Cage

Who can use Film Centre Equipment?

- The JHU-MICA Film Centre Film and Video Cage is a resource available to anyone taking courses at the Film Centre. We support the following departments: JHU Film and Media Studies BA, MICA Film and Video BFA, JHU Film and Media MA, and MICA Filmmaking MFA. Non-majors enrolled in Film Centre courses have access to Film Centre resources throughout the duration of the course, but lose access when that course's grades are due.
- Upon completion of required coursework for degree programs and upon graduation from the institution being attended, all access to JHU-MICA Film Centre equipment, facilities and software is rescinded.
- **The Film Centre equipment and production facilities are ONLY available to patrons producing work for Film Centre classes. JHU-MICA equipment may never be used for personal profit, or to produce content for any business or organization, or classes outside the JHU-MICA Film Centre. Any student found violating this policy will have their cage and production facility access revoked.**
- All patrons must attend an orientation session, sign the [user agreement](#) and thoroughly understand content covered in this student manual in order to check out equipment and/or use production facilities. To access tier three equipment (Capstone/Thesis/Studio North projects), students fill out the [Film Centre Capstone/Thesis/Tier III Production Form](#) and attend a consultation with Film Centre equipment staff. More on tiers can be found on the left-hand side of our [public inventory](#).

Cage Circulation Overview

- **Intro students or students with semester-long packages:** Some intro level students will have equipment released to them for the entire semester in the production class the equipment is needed for. The equipment will not be released until the points above have been met. Students will be able to make supplementary reservations throughout the semester.
- **Intermediate and advanced students:** Equipment is available for checkouts throughout the semester. Checkouts are for a maximum of 72 hour increments unless prior approval has been arranged with the instructor and Cage staff.

Reservations, Checkouts, and Returns

- **Reservation requests must be made 24 hours in advance and online at checkout.mica.edu.** Walk-up reservations are not accepted.
- **Basic reservations are for checkouts not to exceed 72 hours.**
- Equipment is available for pickup and for a 1-hour window beginning at the time of the reservation.
- Returns must be made on the day and at the return time indicated in WebCheckout and on your checkout receipt. If you need to change your return window, you must call the cage (410-462-7592) to ensure staffing can support you coming at a different time. Equipment is shared amongst the Film Center community and communication is key to fair equipment circulation.
- NEVER leave equipment unattended. This includes leaving items outside of the Cage for return when the Cage is closed. You will incur a \$50 fine for abandoned equipment.
- **Back-to-back reservations of the same equipment in the system is not permitted.**
- **It is the Patron's responsibility to make sure that they have all reserved items before leaving the checkout area in front of the Cage. If something is left behind or not accounted for once the patron leaves the Film Centre and not reported the day of checkout, the patron may be held accountable for loss or damage on missing or damaged items upon return.**
- **It is the responsibility of the Patron to check all items in a reservation upon pickup and the responsibility of Equipment Cage Staff to check all equipment upon return.**
- **The Film Centre has limited camera resources.** To ensure fair usage among all students, we require that each student reserve only **one camera at a time**.
- **Submit one reservation for a desired pickup and drop off time period. Submitting multiple reservations clogs our system and your reservation request may be denied.**

Fines

- **For each late item, you will be charged \$5 per hour (to a maximum of \$15.00 per 24 hours) for each piece of equipment that is overdue. Your account will be put on hold until the fine is paid.** Tier III items like the Sound Stage, Sound Studio Control, Large Edit Suite, Arri Amira, Red Scarlet, and Canon C500 accrue fines at **\$15/hour**.
- **Reservations that are not picked up during the scheduled time without notifying the cage an hour in advance at 410-462-7592 will be billed \$25 for a typical checkout and \$50 for a Tier III checkout and your account will remain on hold until the fee is paid.**
- Abandoning Cage equipment is forbidden. This includes dropping equipment outside of the Cage outside of our operating hours. Abandoned items will incur fines of \$25 for typical checkout items and \$50 for Tier III items. If you are unable to return items during operating hours, have a friend or classmate return items on your behalf if necessary.
- **Fines can only be paid by credit/debit card remotely via Square.** If this isn't possible, the fine will be sent to student accounts.

- **Only cage managers can remove fines.**
- Outstanding fines will result in a **hold on your account**, which will prevent you from using any checkout centers. If you have outstanding fines on your account when you are graduating, there will be a hold on your degree.

Equipment replacement/repairs

- It is the patron's responsibility to pay for any replacement parts or repairs if equipment checkouts are returned with missing or broken parts.
- **Repairs and replacements will be billed through Square and can only be paid by credit/debit card remotely via Square.** If this isn't possible, the fine will be moved to student accounts.
- **A hold will be placed on the Patron's WebCheckout account until this invoice is paid.**
- If equipment costing under \$250 is lost or damaged, borrowers are liable for up to \$250 to replace or repair the equipment. For items that exceed \$250, the borrower is responsible for paying \$250 plus 10% the cost of the replacement/repair.

Students in good standing with the Cage (consistent on-time returns, proper, safe, and tidy packaging of equipment kits, general upholding and respect for Cage policies, communicative and transparent with Cage staff, etc.) will have the opportunity to waive one late fee from the Cage per semester from their WebCheckout account at the Cage Manager's discretion.

Responsibilities

- **It is the responsibility of the Patron to check all items in a reservation upon pickup and the responsibility of Equipment Cage Staff to check all equipment upon return.**
- Borrowers are responsible for the return of all equipment in working order.
- Borrowers are responsible for returning equipment packed in a safe manner.
- If equipment costing under \$250 is lost or damaged, borrowers are liable for up to \$250 to replace or repair the equipment. For items that exceed \$250, the borrower is responsible for paying \$200 plus 10% the cost of the replacement/repair.
- Equipment that is never returned will be considered **STOLEN** and a police report will be filed and the student will be billed for the **FULL VALUE** of the equipment.
- Replacement and repair costs will be charged to the student's account or paid by credit/debit card and paid remotely.
- **Access to production equipment may be revoked** if the Film Centre staff finds that equipment isn't being handled with care and respect or if a borrower has repeated offenses or disregard for the Cage Policies outlined in this Student Manual.

Extenuating Circumstances

- **Equipment reservations with extenuating circumstances** (eg. require equipment for longer than 3 days or more than one camera) **should be addressed via our Film Centre Production Form** (found in the [reservation system](#)) to be approved by the appropriate professor/director. Please say who the approving professor is in your request. **Help us help you, the more we know the better we can assist.**
- **Equipment requests for Tier 3 equipment** (as delineated on our public [inventory page](#)) **can only be requested by students completing Capstone, Thesis, and Studio North projects, or for assignments in which a faculty member is training students on Tier 3 equipment.** A Capstone/Thesis/Studio North form can be found in the [reservation system](#). Students making reservations for Tier 3 equipment for training assignments must make their reservation through a Film Centre cage manager with approval from the faculty member.
- **Tier 3 facilities and post-production requests** can be made Start the process by filling out the [Tier 3 production form](#).
- If there are any other extenuating circumstances or needs for special arrangements, please contact the Cage staff at info@jhumicafilm.com.

Quick Links

[Production Insurance form](#)

[Equipment Checkout](#)

[JHU-MICA Film Centre Cage Agreement Form](#)

[JHU-MICA Film Centre Capstone/Thesis Production Form](#)

[JHU-MICA Film Centre Video Cage Inventory](#)

[Film Centre Newsletter Signup](#)