

**Title: Policy Guidelines and Terms of Service**

**Updated: July 16, 2018**

**Prepared By: MG**

**PLEASE READ THIS ENTIRE DOCUMENT**

By checking the “I Accept the Terms of Service” box you are agreeing to all of the below;

In being granted access to the MC FTMA equipment and facilities, toward course work, I understand and agree to the following;

- I agree to an orientation by instructors and/or support staff for my enrolled course/s detailing functions, correct use, care and how to avoid harm to self, others and damage prior to checking out any MC FTMA equipment or facilities use.
- Any/all equipment, checked out, must be returned in it's original condition.
- I agree to pay the Moorpark College FTMA for repair, replacement, lost or stolen equipment checked out in my reservation.
- Facilities MUST be reset after each use.
- Failure to comply with MC FTMA department policies may result in loss of MC FTMA equipment and facilities privileges.
- Loss of privileges that occur, at the end of the semester, may carry over to the following semester.
- Dropping all enrolled MC FTMA courses will result in a loss of any/all lab, facility and equipment privileges
- Any bookings shall be immediately cancelled and any/all lab equipment, presently, checked out MUST be returned immediately.

This document outlines levels of support provided by *MC FTMA*, as well as guidelines and terms of service explanation for use of equipment and the booking system

Equipment, facilities and production services, should only be used for academic or college/business use (i.e. commercial or personal use is prohibited). Some items are available to specific programs or department's, however pre-requisites may apply (i.e. correct understanding in equipment use via certification and/or training sessions).

*MC FTMA* maintains a selection of audio-visual equipment and unique recording facilities available for use to current-enrolled *FTMA* students, MC faculty and staff. The equipment and facilities are managed through an application called *MC FTMA SS* – an online scheduling system – this keeps a database of available equipment, facilities and accessories.

All bookings for **cameras, lighting, sound, grip gear** must be made at least **2 hours** in advance, **film permits and facilities** require a **48-hour** booking notice. Those who have been approved, have completed (or agree to the TOS) the *MC FTMA Agreement*, may login via <http://www.mcFTMA.com/booked> or <http://www.moorparkcollege.edu/departments/academic/film-television-media> and clicking on the **DEPARTMENT HOMEPAGE** link, followed by the **BOOKING SYSTEM** link.  
In-person, phone and eMail bookings are **NOT** accepted.

All equipment is available from **RM. 138 in COM building**. All equipment collections require a reservation. Here are a couple of suggestions to assist;

- Bring your CONFIRMATION EMAIL for collection
- Allow extra time for processing equipment, both in collection and return.

Though every effort will be made to provide charged batteries, users should include charging time into their schedule, as no guarantees can be made.

Although media cards are included, as part of equipment usage, students are strongly urged to;

- a) Offload media cards prior to their return deadline.
- b) Schedule editing time immediately following booking to offload media cards.
- c) Provide your own media cards for digital devices

**IMPORTANT NOTE: ALL MEDIA CARDS ARE FORMATTED UPON RETURN.**

**If wanting to acquire your own media cards, please contact MICHAEL GRIMES for the card specifications as performance requirements vary depending on the device used.**

At collection *MC FTMA* workers will check the scheduled booking, distribute the booked equipment and you are **REQUIRED** to sign for collection. You are responsible for examining the equipment to ensure all parts are present and functioning at time of collection.

If a booking is NOT collected within **60 minutes** of the scheduled booking, it shall be cancelled and the equipment returned to the inventory. If this happens, a new booking would have to be made.

**NOTE: 2 hours advance notice still applies.**

We strive to support everyone, and a little courtesy goes a long way. If you are going to be running late- 15 minutes or more- from your scheduled collection, call or eMail MICHAEL GRIMES to advise.

Users may only sign out equipment under their own name. They are responsible for equipment while it is signed out, and will be held accountable for late returns, damages, loss or theft (for this reason DO NOT sub-lend equipment to others).

Equipment is limited to 6 hour bookings within the 10:00am to 5:45pm MON-THUR and 10:00am to 1:00pm FRIDAY. Exceptions may be made for longer periods- such as mid-semester breaks, overnight or weekends- with PRIOR APPROVAL from your instructor or *FTMA* staff (depending on equipment availability).

Requests to change booking details (forgot to include some equipment or accessories?) must be made, minimum, 1-hour PRIOR to start time. Any requests at the time of collection *may* not be accommodated depending on equipment availability.

Equipment is considered late once the scheduled-upon return time has passed. Again, a little courtesy goes a long way. If you are going to be running late- from your scheduled collection, call or eMail MICHAEL GRIMES to advise. Keep this in mind, equipment you have could be booked for collection by another student after your return... would you like to have your project delayed because equipment was not returned on time?

If you need to CANCEL a booking it must be done, minimum, 1-hour PRIOR to the start time of the booking. Requests within 1-hour of start time could be negatively applied towards POTENTIAL habitual bookers.

*MC FTMA* reserves the right to enforce penalties for habitual delinquent bookers, such as effectively locking them out from scheduling any other equipment until restrictions are lifted, unreturned equipment has been returned, or special consideration from their course instructor has been applied.

*MC FTMA* SS initiated a tiered access system. More specialised equipment is reserved for *FTMA* enrolled student' classwork in specific courses. Equipment in tiers higher than the first may also require additional training certification or testing out.

**If there are ANY questions or uncertainties ask your INSTRUCTOR or**

**MICHAEL GRIMES at  
mcftvm@vcccd.edu or 805.378.1490**