FILM OFFICE INFORMATION  
(Updated 8/26/15)

FILM OFFICE LOCATION & HOURS:
Center for the Arts (CA) 42  
8:30am-12:00pm, 1:00pm-4:00pm M/W/F  
CLOSED on weekends & days with no classes (including study days)

PICKING UP EQUIPMENT
Equipment may be picked up from 1:00pm-3:45pm. No exceptions.

You MUST bring your Dragon ID card and present it at the time of pick-up.

It is your responsibility to go through all pieces of equipment and confirm that everything is there and in working condition before leaving the office.

If any piece of equipment requires normal batteries (AA, 9-volt, etc.) you will be responsible for providing it. The office will NOT provide any.

3:45 Rule = If the equipment you want to checkout is unavailable for that day, you can come in at 3:45pm. At that time, if something was reserved but NOT picked up, it can be checked out by anyone else, first come, first served.

RETURNING EQUIPMENT
The return of equipment happens between 8:30am-12pm.

If the equipment was checked out Monday, it is due back Wednesday before NOON.
If the equipment was checked out Wednesday, it is due back Friday before NOON.
If the equipment was checked out Friday, it is due back Monday before NOON.

If the usual return date is a day with no classes, then the equipment is due back before NOON on the NEXT check in day.

If possible, charge all batteries before returning the equipment.

Allow 5-10 minutes for the office staff to go through the equipment. If there are people ahead of you, you will have to wait longer. Please plan accordingly.

Please report any equipment damage or malfunction to the office when returning equipment. You will not be held responsible for small things (bulbs burning out, for example), but may be held responsible in cases of neglect or abuse of the equipment (see Department Policies for details).

When the office staff gives you the OK, you are free to go.
**FORMS**

Special Arrangement Request Forms and Penalty Appeal Forms may be picked up at the Film Office (or printed out online). When filled out, they should be returned to a film faculty member or the Film Office staff.

**PURCHASING SUPPLIES**

Items available for sale in the Film Office include DV/HDV tapes, 100’ 16mm film rolls, 400’ 16mm film Can and Reels, blank DVD’s, blank CD’s.

Items may be purchased with CASH or CHECK only.

Please do not pay with large denomination bills (unless the purchase calls for it). There is a limited amount of cash on hand and the office is not able to provide a large amount of change. Also, the office will not break large bills.

**LOCKERS**

A locker may be checked out for a semester. Talk to a film faculty or Film Office staff member and they will provide you with a locker number and combination. If you want to keep that locker for the next semester, you will need to re-check it out when classes resume.

**KEY CHECKOUT AND ROOM RESERVATIONS**

Sign up sheets to reserve the classroom (CA 33), the Green Screen Studio (CA40) and Animation Studio (CA24) are placed on the bulletin board within the Film Office.

If you wish to reserve a key/room, write your name down and block out the time you wish to reserve. If you want the key/room during the evening, draw a line to the bottom of the sheet. Reservations are first come-first served.

You will also need to reserve the key through the online reservation system.

When using the rooms, you will be responsible for cleaning up after yourself (this includes all trash being put in the garbage and all equipment/supplies used being put away). If these rules are not followed, you may receive a penalty (see Department Policies for details).

Keys are due in the locker drop box (#99) of the Film Office before NOON the next day.