

POLICIES AND PROCEDURES
For Use Of
EQUIPMENT & FACILITIES
Of The
VISUAL & PERFORMING ARTS DEPARTMENT
California State University, San Marcos

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DEFINITIONS

FACILITIES will be understood to mean any designated room, to include classrooms, performance spaces, art studios, audio/video/multimedia labs, departmental equipment check-out room, storage/maintenance rooms, and any other area located within the Arts Building that is part of or is supervised by the Visual and Performing Arts Department.

EQUIPMENT will be understood to mean all audio, video, sculpture equipment, as well as theatrical props and costumes that are under the control and supervision of the Visual and Performing Arts Department.

PRODUCTION will be understood to mean all events which take place under the umbrella of the Visual and Performing Arts Department. This includes theatrical performances, music concerts, and art showcases.

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The Visual & Performing Arts Department maintains a variety of equipment and facilities for student and faculty use. WE CANNOT FUNCTION WITHOUT OPERABLE EQUIPMENT AND FACILITIES. This HANDBOOK OF POLICIES AND PROCEDURES is intended to minimize the possibility of damage and increase availability of facilities and equipment. Broken equipment due to carelessness not only denies its use to others, but ultimately reduces your own access to production facilities and sacrifices the quality of your education.

Students and faculty are expected to be cooperative with the staff in coordinating and scheduling the use of the equipment and facilities according to the given guidelines and procedures.
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GENERAL EQUIPMENT & FACILITY POLICIES AND GUIDELINES

All Visual & Performing Arts members should know that access to Departmental Facilities and Equipment is a PRIVILEGE, not a right, extended to them by their instructors and the Department. Such privileges may be suspended or revoked at any time by the Department or his/her instructor, if any of the policies outlined in this handbook are violated. This also includes abusive or irresponsible behavior directed at any student, faculty, or staff member, and toward any Departmental equipment and/or facilities. By following the guideline outlined below you can ensure that all VPA Department members have fair and equal access to all equipment and facilities.

Always reserve the room before using it

You must reserve time to use any room, theatre, or studio. If you are found using a room without the proper authorization, you will be asked to leave.

Courteous Obligations

You must be ready to clear out by the time the next person's reservation starts. Don't waste his or her valuable time while you get your belongings out of the way.

No Food or Drink

Absolutely no eating, drinking, or smoking is allowed in any of the Visual & Performing Arts Facilities.

Clean Up

Clean the rooms up before you leave. Put your trash in the trashcan. Start cleaning up early so that the room will be available for the next person when your reservation time is up.

Loan Agreements/Contracts

All VPA equipment must have a signed Property Loan Agreement on file at the time of checkout. All VPA class and student production members must have a signed Production Contract on file.

Personal Responsibility

Leaving a mess in any facility; or if the equipment shows any sign of negligence, carelessness; forgetting to secure the room when leaving the facility; or if there is evidence of the presence of food, drink, or smoking in the facilities can result in the suspension of your access privileges.

Communication

In-class course work, theatre productions, music concerts, gallery showings, and all events will be successful with effective communication between students, faculty, and staff. Advance planning and interaction with all parties involved will lead to a smooth and valuable educational experience.

MANAGEMENT OF VPA FACILITIES

The operation of each VPA technical facility (classrooms, theatres, studios, labs and equipment check-out) is assigned to the VPA technical staff. To the extent that funding is available, student assistants may also be hired to assist the staff. Faculty, staff and student assistants are expected to follow the procedures and enforce the policies for each facility in which they work. The hours of service, open lab period and rules are posted at each facility. Faculty and staff are responsible for ensuring that rules are followed, especially those involving food and drinks in the labs and studios.

PERFORMANCE, STUDIO, LAB ORIENTATION & SUPPORT

All faculty members who are assigned to teach in a college technical facility or who require technical support should sign up and receive orientation for their respective facilities prior to the beginning of their classes. The technical staff member assigned to each facility is responsible for coordinating and conducting orientation sessions for that facility. The technology staff will make training arrangements directly with the faculty via e-mail. The goal of the orientation is to provide faculty with a thorough understanding of the hardware, software, protocol and any special applications for each facility used in their classes, and to prepare them for teaching the hands-on technology component of that class.

The technology staff members may then follow up the class training by assisting students as needed. It is an appropriate responsibility of each staff member, including student assistants, to assist in training faculty and students to use each facility; however, the functions of the staff members do not include teaching the subject matter of courses for faculty members.

It is important to note that student training should be conducted effectively in a group environment to avoid the need for follow-up one-on-one student training by the technology staff. This is particularly important given that the college has less than one instructional staff member for each facility. Individual assistance should only deal with special problems during open lab, studio, and rehearsal hours. Instructors must not expect the technology staff to be present for a given class period, as the technology staff must address issues in different locations throughout the day, often on short notice.

PERFORMANCE, STUDIO & LAB ACCESS

1. The open lab or studio hours will be posted outside the facility as early in the semester as possible.
2. In general, when there is no class meeting, reservation or authorized event in a theatre, studio or lab during the posted operating hours, that theatre, studio or lab may be considered open and available for use by qualified students who:
 - a. Have in-class training prior to use;
 - b. Are a current California State University, San Marcos student;
 - c. Are on a faculty-approved list for that facility;
 - d. Have a valid California University, San Marcos student ID.
3. Qualified students enrolled in the Visual and Performing Arts Department may use the college facilities during open lab hours to complete class or co-curricular projects, either by reservation or on a walk-in basis, depending on the protocol for that facility.

4. When open lab hours are in effect, follow these steps to gain access:
 - a. If you are authorized and/or have a reservation on file to use the lab/studio/theatre and it is locked, go to VPA Technical Support & Equipment Checkout located in Arts 239a to gain access.
 - b. VPA Technical Support & Equipment Checkout is open from 9:00 am. – 7:00 pm. M – TH, and Fri. from 9:00 am – 5:00 pm.
 - c. If it is after hours, please contact CSUSM Public Safety at 750-4567 when you arrive on campus. Have your student ID ready so Public Safety can verify your name is on the access list. Please be patient, it may take a few minutes for an officer to arrive to unlock the door.
5. While outside guests are allowed to accompany students and faculty during open lab hours, be aware that the authorized student takes full responsibility for the facility when in use. Any violation of the policies will lead to an immediate suspension of privileges.
6. Each instructor must provide a class roster of authorized students to the VPA Academic Coordinator and VPA Technical Director, via e-mail. This allows the staff members to verify who is qualified to use the studios and labs.

Additionally, each staff member has the authority to limit anyone's use of a facility, if necessary, such as in the case of a student spending an entire day on a computer when others need access to that same computer, or a student is rehearsing in a space past their scheduled reservation. The objective is to give equal access to facilities and equipment to all qualified students.

EQUIPMENT LIABILITY

1. Before student, faculty, and staff may borrow or use any VPA Departmental equipment, an Equipment Checkout Agreement Form must be completed and processed by the Checkout Staff.
2. When you sign the Equipment Checkout Agreement Form, **you are accepting full financial responsibility for all equipment.**
3. In the case of lost or stolen equipment during the period of checkout, the borrower **MUST**:
 - a. Immediately file a report with the appropriate police department;
 - b. Provide a copy of the police report to the Visual and Performing Arts Department;
 - c. File a Stolen Item Report form with VPA Technical Support & Equipment Checkout;
 - d. Meet with the University's Property Survey Board, if requested, to explain the circumstances of the loss.
 - e. Arrange to reimburse the Visual and Performing Arts Department for the full value of all missing equipment checked-out to the student.

1. If departmental equipment becomes DAMAGED during the period of check-out, the borrower MUST:
 - a. File a Damaged Equipment report with VPA Technical Support & Equipment Checkout;
 - b. Meet with VPA Technical Director and arrange to reimburse the Department for the repair or replacement of the damaged item(s).

EQUIPMENT CHECK-OUT

1. The VPA Equipment Checkout and Technical Support is a department facility. All University equipment must be checked out centrally from there in order to maximize accessibility, manage inventory and reduce duplication of functions.
2. A technical staff member (Checkout Supervisor) is assigned to that facility and manages the equipment, is in charge of the inventory, scheduling, reservations and maintenance of the equipment; hires, trains and manages student assistants.
3. Student assistants, when available, perform check-out duties and help students and faculty on a limited basis.
4. All equipment requests, whether in connection with class assignments or co-curricular projects, must have the approval of a faculty member who is trained or has received orientation for use of that particular equipment.
5. All students who plan to check-out equipment must:
 - a. Have in-class training prior to the check-out;
 - b. Must be a current California State University, San Marcos student;
 - c. Be on a faculty-approved list for that equipment.
6. Students are required to present school I.D. when checking out equipment. No other I.D. is accepted.
7. Rules and regulations for checking out equipment apply to all VPA Department and campus members.
8. Based on prior consultation with faculty, the checkout room personnel may assign priorities for the use of certain equipment for classroom and co-curricular activities.
9. All faculty members who plan to supervise class and co-curricular projects must provide the VPA Academic Coordinator and VPA Technical Director with lists of all approved students, via e-mail, prior to the beginning of each semester, with updates as needed:
 - a. The Checkout supervisor matches the lists against the inventory and either confirms the requests or gives recommendations to the faculty member based on the existing equipment.
 - b. The Checkout supervisor may ask faculty to adjust their requirements in order to make the required equipment available to all students in question.

- c. Whenever possible, faculty members should collaborate to stagger assignments to ensure the most efficient use of the equipment and facilities.
10. To use staff and student assistant time efficiently, check-outs and check-ins may be limited to specific times during each working day.
11. Our checkout system relies on each student, faculty member, and staff to return equipment on time.
12. Detailed rules pertaining to specific checkout items (video cameras, costumes, sculpture tools, etc.) can be found posted in VPA Instructional Support & Equipment Checkout. Please contact the VPA Technical Director for a copy of these rules.

EQUIPMENT RESERVATIONS

1. Students and faculty are encouraged to reserve equipment required for a class session, production or event early in the semester to avoid schedule conflicts later in the semester.
2. Students and faculty should send their equipment reservation request via email to the VPA Checkout Supervisor, or make a verbal reservation during VPA Checkout open hours at least 48 hours prior to equipment pick up.
3. Students should provide an exact time they will be arriving to pick up their reserved equipment.
4. Faculty may pick up their equipment in VPA Checkout, or request to have it delivered to their classroom during VPA Checkout open hours. However, the instructor must be present to verify their equipment, and sign the Equipment Checkout Agreement Form.
5. Operating hours of VPA Checkout are 9:00 am to 5:00 pm, M-TH, and Fri. from 9:00 am to 5:00 pm. Checking out and/or prepping equipment may not extend beyond the closing time period.
6. Equipment to be checked-out to evening classes must be picked-up prior to the 7:00 pm or 5:00 pm closing time. Special arrangements for equipment return should be made by the instructor and the VPA Checkout staff.
7. Cooperation and good communications are essential. Detailed reservation instructions can be found at VPA Checkout.

EQUIPMENT RETURN

1. Equipment must be returned on time.
2. Arrangements for due date extensions must be made with VPA Checkout.

3. Any VPA Department member, who fails to return equipment on the date indicated on the check-out form, will receive a notice regarding the violation of this policy.
4. Multiple infractions will result in the student being denied further check-out privileges:
 - a. It will be the responsibility of the student to make arrangements outside the University to secure the necessary equipment in order to finish his/her project.
 - b. The student may also be penalized in his/her course grade, at the discretion of the instructor, if this infraction is frequent, or causes a delay/setback in other student productions.
5. Equipment must be returned during scheduled check-in hours:
 - a. The student must deliver all equipment, as listed under his/her name on the check-out form, no later than the due date, as indicated on the check-out form, to the equipment room during posted hours, located in Arts 239a, for clearance.
 - b. This process involves inspecting each item for missing parts and/or overall working condition.
 - c. Due to security issues, dropping-off equipment and leaving it unattended in the department office, classroom, hallway, or staff office prior to or after regular check-in hours is prohibited. Violation of this policy may also lead to suspension of equipment usage.
6. Special arrangements for equipment returns for evening class exercises/demonstrations should be made by the instructor and the VPA Checkout staff.

PRODUCTION/EVENT GUIDELINES

1. Space Reservations

1. Reservations must be placed by filling out and submitting an Arts Facilities Request Form, and are only official when they are listed on the VPA department calendar.
2. Once reservations have been set, only cancellations can be made. Date changes are only allowed

To reserve time for rehearsals and performances in the ARTS building, please follow these four steps:

1. Read important information above.
2. Reference the corresponding space calendar by clicking on the image of the venue you want to reserve. Review the available dates/times for your desired rehearsal/event. **Please note: VPA Department productions have first priority during the first three weeks of the semester. After the first three weeks of the semester, all performance space in the Arts building are open to reservations for any VPA major, student group, or outside group on campus.**

3. Fill out the [Arts Facilities Reservation Form](#). VPA Scheduling will verify room availability and schedule desired dates. **Reservation requests must be received 48 hours prior to the event.**
4. Submit a Request for Facility Use form (RFU) through the [University Events Scheduling Office](#), located in Craven Hall. (RFU's will be created automatically ONLY for VPA department events and performances, including independent studies and Capstones).
5. All technical needs (lighting, audio, video) and support should be discussed when confirming space reservations with VPA Scheduling. Arts 101 & Arts 111 reservations **Do NOT include the use and operational of theatrical lighting**; those needs must be communicated prior to scheduling the room.
6. Requests for technical support and equipment **should be made a minimum of four weeks of advance** prior to the event. A charge may apply for technical support for all non-VPA Department events.
7. VPA class, independent study, and Capstone productions are responsible for supplying their own student crew for their performance. The **student crew must be trained by a qualified VPA instructor or technical staff** person before operating the equipment.
8. State and University safety procedures will be followed at all times by students, faculty and staff. **Failure to practice established and reasonable safety procedures will result in immediate suspension of privileges.**
9. Class & departmental productions may set up a box office and charge for admission. Cash and checks are accepted. Box office returns should be stored securely, and a tally should be taken by the instructor or designee at the end of each night. The ticket sales should be turned over to the VPA Academic Coordinator for deposit when the production has ended.
10. Student Productions (Capstones, Independent Productions, etc.) are NOT allowed to charge a set admission price for their productions. However, students may set up a box office to request for donations at the door.
11. Sets and equipment can only be left on stage during the run of a production with permission from the VPA Facility Scheduler. There are regularly scheduled classes, and it may not be safe to leave any sets or equipment unsecured.
12. At the end of the night, the **instructor and students are responsible for returning the room to the normal classroom configuration**. This MUST be completed. Failure to restore a room to the EXACT condition in which it was found will result in immediate suspension of access privileges.

A full strike of all sets, artwork, and materials will be done at the end of each production. This means that all materials brought in will be returned to their original storage location or removed from the campus by the students. Any props, costumes, or artwork left behind will be thrown away unless prior arrangements have been made and communicated to the VPA staff. If the room is left in disarray and not returned to the standard configuration at the end of the event, all future privies will be revoked from the individual who has reserved the room - no exceptions!

2. Pre-Production

- a. A pre-production meeting should be held at the beginning of each semester for each large production, and at least four weeks in advance of any other performance, showing or event. At that time all technical and other production needs should be discussed.

- b. Technical and dress rehearsal dates should be set during the pre-production meeting. These dates will be noted, and changes can only be made under extreme circumstances. Any date changes must be discussed among all instructors and technical staff before they can be implemented.
- c. Rehearsal dates, technical rehearsal dates, and performance dates should be given to the students at the beginning of the semester. These dates should also be in the student's production contract, which they will sign and should be kept on file by the instructor.
- d. Student lighting designers should meet with student performance groups a minimum of twice prior to a technical rehearsal. This meeting does not have to occur during class time; it is the responsibility of the students (performers and designers) to communicate with each other and organize a meeting time that will fit within their schedules.

3. **Technical Rehearsal/Technical Requests**

- a. During these rehearsals, lighting, sound, properties, special effects, etc. are added to the work of the performers and artists.
- b. Requests for technical support and equipment should be made a minimum of four weeks of advance prior to the event.
- c. VPA class and student productions are responsible for supplying their own student crew for their performance. The student crew must be trained by a qualified VPA instructor or technical staff person before operating the equipment.
- d. If a student or several students involved in the production can not attend a technical rehearsal that they have previously committed to, the technical rehearsal will not be rescheduled. Stand-ins will be utilized to set their marks during the rehearsal.
- e. It is strongly encouraged that all technical work during a rehearsal ends by 10 pm. each night. This will reduce the amount of mental mistakes and accidents that often occur with fatigue.
- f. Ariel and rigging work may be done by students only when accompanied by a trained instructor or staff technician.
- g. Safety procedures will be followed at all times by students, faculty and staff. Failure to practice established and reasonable safety procedures will result in immediate suspension of privileges.

4. **Production/Post-Production**

- a. Class & departmental productions may set up a box office and charge for admission. Cash and checks are accepted. Box office returns should be stored securely, and a tally should be taken by the instructor or designee at the end of each night. The ticket sales should be turned over to the VPA Academic Coordinator for deposit when the production has ended.

- b. Student Productions (Capstones, Independent Productions, etc.) are NOT allowed to charge a set admission price for their productions. However, students may set up a box office to request for donations at the door.
- c. Sets and equipment can only be left on stage during the run of a production with permission from the VPA Facility Scheduler. There are regularly scheduled classes, and it may not be safe to leave any sets or equipment unsecured.
- d. At the end of the night, the instructor and students are responsible for returning the room to the normal classroom configuration. This MUST be completed. Failure to restore a room to the EXACT condition in which it was found will result in immediate suspension of access privileges.
- e. A full strike of all sets, artwork, and materials will be done at the end of each production. This means that all materials brought in will be returned to their original storage location or removed from the campus by the students. Any props, costumes, or artwork left behind will be thrown away unless prior arrangements have been made and communicated to the staff.