

# POLICIES AND PROCEDURES

## For Use Of

### EQUIPMENT & FACILITIES

Rev. Sept. 2015

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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 Facilities that is part of or is supervised by the School of Arts.

**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 School of Arts.

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

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**The School of Arts maintains a variety of equipment and facilities for student and faculty use. WE CANNOT FUNCTION WITHOUT OPERABLE EQUIPMENT AND FACILITIES. THESE POLICIES AND PROCEDURES are 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 access to production facilities and sacrifices the quality of educational opportunities.**

**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 GUIDELINES

Access to School of Arts Facilities and Equipment is a PRIVILEGE, not a right, extended by the School of Arts. Such privileges may be suspended or revoked at any time by the School if any of the policies outlined in this handbook are violated. This also includes abusive or irresponsible behavior directed toward any School of Arts equipment and/or facilities. By following the guideline outlined below ensures that everyone has fair and equal access to all equipment and facilities.

##### **Always reserve the room before using it**

Official reservations must be on file to use any room, theatre, or studio. Individuals or groups found using a room without the proper authorization will be asked to leave.

##### **Courteous Obligations**

Please be ready to clear out by the time the next person's reservation starts. Don't waste his or her valuable time while belongings are cleared out of the way.

**No Food or Drink**

Absolutely no eating, drinking, or smoking is allowed in any of the School of Arts Performance Spaces or computer labs.

**Clean Up**

Clean the rooms up prior to the end of the reserved time. Put trash in the trashcan. Start cleaning up early so that the room will be available for the next person.

**Loan Agreements/Contracts**

All SofA equipment must have a signed Property Loan Agreement on file at the time of checkout. All SofA class and student production participants 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 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 ARTS FACILITIES**

The operation of each Arts technical facility (classrooms, theatres, studios, labs and equipment check-out) is assigned to the SofA 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 SofA approved list for that facility;
  - d. Have a valid California University, San Marcos student ID.
3. Qualified students enrolled in the School of Arts may use the school 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 authorized and have a reservation on file to use the lab/studio/theatre and it is locked, go to Arts Technical Support located in Arts 239a to gain access.
  - b. Arts Technical Support 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 (760) 750-4567 for access upon arrival on campus. Have a student ID ready so Public Safety can verify the 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. Enrolled students will automatically be added to the appropriate Arts facilities access list at the beginning of the semester. The access list is based on the current course roster. If there are add/drops at the beginning of the semester, the instructor is responsible for notifying Arts Facilities Scheduling so the access list may be updated.

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 excessive period of time 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 SofA equipment, an Equipment Checkout Agreement Form must be completed and processed by the Checkout Staff.
2. *Signing the Equipment Checkout Agreement Form acknowledges acceptance of 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 School of Arts;
  - c. File a Stolen Item Report form with Arts Technical Support;
  - d. Meet with the University's Property Survey Board, if requested, to explain the circumstances of the loss.
  - e. Arrange to reimburse the School of Arts for the full value of all missing equipment checked-out to the student.
4. If departmental equipment becomes DAMAGED during the period of check-out, the borrower MUST:
  - a. File a Damaged Equipment report with Arts Technical Support;
  - b. Arrange to reimburse the School of Arts for the repair or replacement of the damaged item(s).

### **EQUIPMENT CHECK-OUT**

1. Arts Technical Support is a School of Arts 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, 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 SofA 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 School of Arts 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. Enrolled students will automatically be added to the appropriate Arts equipment access list at the beginning of the semester. The access list is based on the current course roster. If there are add/drops at the beginning of the semester, the instructor is responsible for notifying Arts Technical Support.
  - 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. The checkout system relies on each student, faculty member, and staff to return equipment on time.

*School Of Arts policy pertaining to late equipment fines and the appeal process can be found by visiting the [Arts Technical Support website](#).*

## **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 submit their reservation request online by visiting the SofA website and clicking on “Reserve Equipment”.
3. For in-class demonstrations, faculty members may pick up their equipment in Arts Technical Support, or request to have it delivered to their classroom during Arts Technical Support open hours. However, the instructor must be present to verify their equipment, and sign the Equipment Checkout Agreement Form.
4. Operating hours of Arts Technical Support are 9:00 am to 7:00 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.
5. 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 Arts Technical Support staff.
6. Cooperation and good communications are essential. Detailed reservation instructions can be found at Arts Technical Support.

### **EQUIPMENT RETURN**

1. Equipment must be returned on time.
2. Arrangements for due date extensions must be made with Arts Technical Support.
3. Failure to return equipment on the date indicated on the check-out form will incur a late fee and a notification regarding the violation of the equipment return policy.

***University policy regarding Category IV Fees for late equipment can be viewed [by visiting this link.](#)***

4. Multiple infractions will result in denial of further check-out privileges.
5. Equipment must be returned during scheduled check-in hours:
  - a. The equipment must be delivered in-full and damage free no later than the due date as indicated on the check-out form. Returns are accepted only in Arts 239a during posted hours.
  - b. The equipment return 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 with the Arts Technical Support staff.