



University Student Union California State University San Marcos  
333 S. Twin Oaks Valley Road, San Marcos, CA 92096-0001

## STUDIO GUIDELINES

### Studio Offerings

The USU Production Studio is a space located on the east side of the 4th floor, available for the campus community to utilize and achieve superior quality in film and audio production. The USU Production Studio features industry-standard audio and film equipment ranging from green screens, lighting, audio mixers, and more. The studio serves as a space for CSUSM student organizations and clubs and on-campus departments to operate their projects independently using the equipment for intended purposes such as photoshoots, broadcasting, podcasting, audio engineering, and film production. **Projects must be related and/or contribute to the CSUSM campus community. Any personal projects will be declined. The Production Studio is a space for non-academic purposes and projects. Please refer to the Inspiration Studios ([istudios@csusm.edu](mailto:istudios@csusm.edu)) located in Kellogg Library 2nd floor (Kel 2302) for any academic usage.**

Equipment available in the Production Studio for use:

- Microphones/Headphones
- Blackmagic Cameras
- Tripods
- Audio Mixer
- Lights
- White and Black Backdrops
- Greenscreen
- iMac
- Podcasting Area (furniture)
- Extension Cords
- Gaffing Tape

### Booking & Cancellation

To reserve this space, you must first complete the production studio request form online. The form can be found here: [bit.ly/USUProductionStudio](https://bit.ly/USUProductionStudio). You will receive an email whether your request has been approved or denied within 48 hours. If approved, you will receive a 25 Live reservation confirmation. If you do not receive an email within 48 hours, please contact [aferrer@csusm.edu](mailto:aferrer@csusm.edu). Upon approval for reservation, please visit **USU 2100** to check-out a swipe key for the studio. Swipe key must be returned after the reserved time has ended.

**Applications for the studio space must be submitted minimum three weeks in advance, but no earlier than the beginning of each semester.** Reservations may only be scheduled during regular USU operations and cannot be scheduled on black-out days. Cancellations must be notified within 48 hours prior to reservation date. **A late cancellation fee of \$50.00** will be charged if cancellation is notified in 48 hours or less. **Failure to arrive at reservation time or date will result in a no-show fee of \$50.00**

## Pricing

- **Student organizations/clubs:** \$24/hour including staff and tech support
- **On-campus/department groups:** \$36/hour including staff and tech support

**If no staff and tech support is needed, there is no rental fee for reservations under two (2) hours.** Reservations over two (2) hours will be charged the above rate.

## Staffing

If booked with no staff and tech support, the Production Studio will be opened for requester and the requester will proceed with projects independently. An USU staff member will close the studio after the reserved time has ended. If booked with staff and tech support, an AV/IT tech will be present to supervise, troubleshoot technical issues, and will be a resource for any production assistance and equipment operations.

## Equipment Responsibility

The USU Production Studio equipment must remain within the studio and cannot leave the premise. **Additional fines will be charged if equipment is removed from the studio.** All equipment in the studio must be placed in their original locations prior to use of studio. Use of any extension cords or cables must be properly tied up and stored back in the locker. If the backdrop has been changed, original backdrop used prior to use of studio must be reinstalled. Equipment in space is as is, no additional AV/IT cords or equipment will be added into the studio

**Equipment Rentals** - Equipment **cannot be rented for personal or external use.** Equipment can only be accessed within the USU Production Studio and during approved reservations.

**Lost or Damaged Equipment** - Client is responsible for any costs and fines from lost or damaged equipment due to misuse, abuse, and negligence. Any lost or damaged equipment must be reported to the USU immediately.

**Lost Items & Media** - We are not legally or financially responsible for items brought into or left at the studio. This includes hard drives, SD cards, personal equipment/items, or any media left before, during, or after use of the studio.

**The USU is not responsible for any lost media files. Users of the space are responsible for any storage of media and are advised to bring their own storage and hard drives.**

If a personal item is reported to be lost, the USU will hold onto any lost items for 24 hours before it is turned in to The Lost and Found office in the University Police Building (UPD). The Lost and Found office can be reached by phone at 760-750-7530 or email at [lostfound@csusm.edu](mailto:lostfound@csusm.edu).

If you have any questions regarding the Production Studio, please contact [aferrer@csusm.edu](mailto:aferrer@csusm.edu) for assistance.