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 greenscreens, lighting, audio mixers, and more. The studio serves as a space for campus and community members to operate their projects independently using the equipment for intended purposes such as photoshoots, broadcasting, podcasting, audio engineering, and film production.

Equipment available in the Production Studio for use:

- Microphones/Headphones
- Blackmagic Cameras
- Tripods
- Audio Mixer
- Lights
- 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: https://forms.office.com/r/KCQ6zAf6hA. You will receive an email whether your request has been approved or denied with 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. Upon approval for reservation, please visit USU 2100 and show your reservation to a USU admin. They will unlock the studio for the duration of reservation time.
Applications for the studio space must be submitted minimum three weeks, maximum of one month before use of space. Reservations 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 orgs/student focused**: $24/hour including staff
- **On-campus/department groups**: $36/hour including staff
- **Off-campus/external groups**: $55/hour including staff
- **On-campus and external groups must reserve a minimum of two hours.**

Staffing

Reservations for the USU Production Studio will include staffing from AV/IT to supervise, troubleshoot technical issues, and monitor the space to ensure equipment is being used responsibly. The AV/IT staff is not a resource for any production assistance, equipment operation/training, or to provide guidance on any project development. Failure to comply will result in revoking USU Production Studio privileges.

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 in, no additional av/it chords or equipment will be added into the studio.

**Equipment Rentals** - Equipment cannot be rented for personal or external use. Equipment can only be access within the USU Production Studio and from approved reservation.

**Lost or Damaged Equipment** - Client is responsible for any costs and fines from lost or damaged studio equipment due to misuse, abuse, or negligence. Refusal to pay for breakages will lead to exclusion and legal action. Until damages are paid or repaired for, all production using the USU Production Studio will not be released to client and will remain as property of the USU.
**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). UPD is located inside the California State University San Marcos, University Police Building at 425 La Moree Road, San Marcos, California 92078. The Lost and Found office can be reached by phone at 760-750-7530 or email at lostfound@csusm.edu Monday through Friday, 8:00 am - 3:30 pm.

If you have any questions regarding the Production Studio, please contact aferrer@csusm.edu and we will assist and accommodate with any needs.