

## D309 Request/Access Policy

- Request access 48 hours in advance or by Thursday before a weekend - Contact Studio Manager/sign up on calendarwiz/wait for email approval from public safety/use email if your ID doesn't work to gain access
- If you don't hear back, check in again 24 hours in advance or by Friday
- Only time actually being used can be reserved and notify staff of any changes asap at any time by email
- Use only grip room equipment you have been previously trained on
- Never remove grip room equipment from D309 without prior permission
- All equipment supplies and props must be returned to their proper places when finished - NO EXCEPTIONS
- No personal belongings or cage equipment can be left in D309 or grip room - unless prior permission and a key to the enclosed cage is obtained
- Spike tape & debris must be removed, trash taken and floor swept after use
- If you find any trash equipment supplies or props from a previous use, please notify film area studio managers immediately by email, take photos
- Responsibility for any damage or loss of D309 space, equipment, or cage equipment is the responsibility of the user/person named under checkout including dimmer board, grid, lights, grip gear, etc.
- You must ensure members of cast & crew follow safety/conduct procedures
- You must leave the studio, grip room and prop room clean and organized
- Do not use anything you do not know how to use
- Familiarize yourself with electrical safety and grip safety procedures and do not do/use anything you do not know how to do/use
- Failure to comply with any of these guidelines will result in a \$200 fine and loss of access**
- This policy is non-negotiable and subject to change only by film area staff

Studio Manager contacts:

Kim Keown  
[kkeown@massart.edu](mailto:kkeown@massart.edu)  
x7446

Eve Hartig  
[eehartig@massart.edu](mailto:eehartig@massart.edu)  
x7445

## D309 Access Policy/Agreement

- If you cannot access studio, contact Public Safety and use your email confirmation as proof of your approval to gain access
  - Only time actually being used can be reserved and notify staff of any changes asap at any time by email
  - Use only grip room equipment you have been previously trained on
  - Never remove grip room equipment from D309 without prior permission
  - All equipment supplies and props must be returned to their proper places when finished - NO EXCEPTIONS
  - No personal belongings or cage equipment can be left in D309 or grip room - unless prior permission and a key to the enclosed cage is obtained
  - Spike tape & debris must be removed, trash taken and floor swept after use
  - If you find any trash equipment supplies or props from a previous use, please notify film area studio managers immediately by email, take photos
  - Responsibility for any damage or loss of D309 space, equipment, or cage equipment is the responsibility of the user/person named under checkout including dimmer board, grid, lights, grip gear, etc.
  - You must ensure members of cast & crew follow safety/conduct procedures
  - You must leave the studio, grip room and prop room clean and organized
  - Do not use anything you do not know how to use
  - Familiarize yourself with electrical safety and grip safety procedures and do not do/use anything you do not know how to do/use
  - Failure to comply with any of these guidelines will result in a \$200 fine and loss of access**
  - This policy is non-negotiable and subject to change only by film area staff
- By signing below I understand and agree to all of the above conditions and I will abide by all of them.

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_

Signature: \_\_\_\_\_

Access Date(s) & Time(s): \_\_\_\_\_

