

Film/Video Department Student Screening Series / Student Club Room Use Agreement

This is the **Film/Video Department Student Screening Series / Student Club Room Use Agreement Form**. If you are a student that wants to reserve one of the screening rooms for a single use purpose, please fill out the **Screening Room Request Form**. If you are a student requesting the use of the F/V Screening Room for multiple days, a film screening series, or a club etc., you will need to fill out both the **Screening Room Request Form** and also sign and abide by the provisions in the **Film/Video Department Student Screening Series / Student Club Room Use Agreement Form**.

- When using the F/V Screening Rooms you are expected to follow all of the rules associated with the F/V Screening Room Space. Failure to comply with these rules may result in a revocation of F/V Screening Room privileges.
 - No Smoking, Vaping, Food and Drinks are allowed in the Film Screening Rooms.
 - When mask mandates are in place, everyone must keep masks on during use to the Film Screening Rooms.
 - Restack all chairs and place tables back to their proper storage areas.
 - Shut off lights and shut down all equipment before leaving the space.
 - All doors should be locked when you are finished using the space.
- Any student screening series (Film Club, etc.) shall be inclusive and open to all students in the F/V department. Please practice respect for people, genres and ideas.
- Any film and videos screened as part of a student film screening series (Film Club, etc.) shall be posted on the F/V Department Calendar four days in advance of the screening.
- Trigger warnings are greatly encouraged for any film screened as part of a film series.
- Using the Film Screening Rooms is a privilege. Demonstrate respect for everyone in the Film/Video department and the greater MassArt community. MassArt's Community Standards apply to use of any space on campus including the F/V Screening Rooms:
 - Racist, sexist, homophobic, and transphobic, behavior or speech will not be tolerated. "Othering" of any kind will not be tolerated. Students that engage in

such behavior will lose their F/V Screening Room privileges, and further action may be taken.

- *“Acting in a manner that substantially interferes with or disrupts the normal and/or safe operation of the College, including but not limited to disrupting or interfering in the educational process, including teaching, advising, research, administration, public service or other College activities or functions”* will result in a revocation of F/V Screening Room privileges, and further action may be taken.
- Students that cause disruptions, engage or induce said behaviors; or any student that fails to abide by MassArt’s Community Standards will lose their F/V Screening Room privileges, and further action may be taken.

- Studio Managers and faculty members reserve the right to rescind use of this space for logistical, technical, or curricular reasons, etc.

* Attach the F/V Screening Room Request Form to this document.

Title and Description of student screening series or student club.

Day of Week Requested: _____

Time of Day Requested: _____

Starting Date: ___/___/___ Ending Date : ___/___/___

Signature of Student: _____ Date: ___/___/___

F/V Departmental Approval: _____ Date: ___/___/___

Screening Room Request Form:

Please fill out one form for each date that screening space is requested. The Film/Video faculty and staff look forward to reviewing this information. We will get back to you soon.

Names of Hosts:

Contact Info for Hosts:

Description of the Event:

Is this event (mark all that apply)

1. For Film/Video Students?
2. For MassArt Students?
3. Open to the Public?

Anticipated number of people:

Date of Event:

Start Time:

End Time: