



## Rettner Video Studio Contract

### STUDIO HOURS:

Due to Covid-19, additional safety precautions have been put in place and the studio will be open with limited hours on Mondays, Wednesdays, and Fridays for the Fall2020 semester. The new hours are subject to change.

- Hours of operation: Mondays, Wednesdays, Fridays from 10am to 8:30pm.
- Studio sessions can be reserved for 2 - 4 hours.

### STUDIO ACCESS:

- Anyone who wishes to utilize the studio facility needs to meet one of the prerequisites listed below and to have read and signed this contract.
- Anyone who does not meet prerequisites or sign the contract may enter into the video studio as an actor or performer, but they cannot book sessions, use the video equipment, or use any technology found in the studio (computers, projectors, etc).
- At this time, the video studio is at max capacity when there are 5 persons present. All reservations will need to include name and contact information for all people entering the space.

### RESERVING THE STUDIO:

#### Prerequisites

In order to rent the video studio, you must have **one** of the following pre-qualifiers:

1. You have taken a SA, DMS, or FMS course in Rettner and have completed the Safety and Best Practices Review (SBPR)
2. You've taken a workshop in Rettner Video Studio
3. You are currently in a course which will give you access to the video studio after the course has gone through SBPR and equipment training
4. You are a member of WRUR-TV, UFC, or Photography Club and have completed the SBPR

#### Step 1 – Safety and Best Practices Review (SBPR)

Students who use the video studio need to complete the SBPR training before they can reserve the space. This training is meant to orient students with space, safety, and basic procedural issues. The SBPR training will either be given as part of your studio courses, or by appointment with the studio manager. Once completed, you will be required to sign this contract.

The SBPR training **does not** train students how to use studio equipment. Students can take a workshop or join a studio course to learn more about studio equipment.

#### Step 2 – Make a Reservation

Make reservations at least three days before you want to reserve the studio. Before booking, check the calendar ([ical](#) or [html](#)) for conflicts, then request a date and time through the [online reservation form](#).

A list of ALL persons (full name and email/phone) in the studio during a reservation needs to be provided on the reservation form. Email the manager, if you need to make updates on persons in the space prior to the reservation. If an individual isn't on the list and is found in the studio, the reserver will lose their studio privileges.

A confirmation email will be sent to you once we confirm that you've met the **prerequisites** and the time you requested is available.

**Please have your UR ID card for sign-in at the Help Desk in Rettner 201.** Once the Helpdesk attendant confirms your reservation, they will give you access to the video studio. No unreserved or unapproved use of the studio is permitted at any time.

### **VIDEO STUDIO KIT:**

A video studio kit has been made available for persons using the video studio. The kit includes a Canon video camera with a shotgun and wireless mic. The kit can be rented at the Helpdesk for the duration of your reservation, but must be returned at checkout.

### **SAFETY PROTOCOLS:**

- Due to Covid-19, it is recommended to clean equipment with wet wipes before using. All equipment except the glass part of the camera lens can be cleaned with the disinfectant wipes provided. The lenses can be wiped with the lens wipes provided.
- Reservers are **required to wipe down all equipment after use** and should confirm the completion of this action with the Helpdesk at checkout.
- **Masks should be worn at all times. Stay 6 feet apart at all times.**
- No food or drink in the studio.
- Absolutely no smoking, drugs, or alcohol in the studio
- The studio is not a hangout place for students. Only persons listed on reservation are allowed in the space. Only 5 people are allowed in the space at one time.
- Students who DO NOT have the studio safety training CAN NOT handle any equipment in the studio.
- Use power strips for the floor lights (2 per power strip).
- Do not move lights, when they are on.
- When turning on the lights or making small adjustments to the lights, make sure you and your model are turned away from the light.
- When you're not shooting, turn off the lights, especially if you are using gels, and/or soft boxes.
- Never leave lights on and unattended.
- Never touch the bulbs with bare hands – hot or cold. They get extremely hot quickly, and if they are cold, the oils from your hands will cause them to blow out.
- ALL lights need **10-15 minutes** to cool down before they can be taken down.

### **CLOSING A SESSION:**

The studio needs to be clean and tidy when leaving. Please make sure to complete the following steps:

- All overhead lights should be turned off. No lights should ever be left on when leaving the studio.
- Cords should be wrapped properly. Watch the tutorial [here](#).
- Lights should be turned off and returned to storage area
- Return items on shelf in orderly fashion
- Store sandbags properly
- Backdrops should be rolled up properly. If there is a malfunction with the backdrop, leave it and email the studio manager.
- Tables, chairs, and step stool should be returned to their designated area near the entrance.
- Please take down any tabletop set-ups and put away all equipment used
- Vacuum any dirt from floor
- Remove tape marks from rugs and walls
- Throw out your trash. There should be a trash can outside in Rettner's main lobby.
- Report any broken or malfunctioning equipment to manager.
- In the event of a circumstance that makes the studio unsafe, inoperable, or both (e.g. A blackout, tornado, etc.) it is your responsibility to close the studio and contact the campus police
- **Students must notify the Help Desk when they are finished with the space. The video studio kit must be returned at the time of checkout.**

PLEASE NOTE: When entering the studio, if anything is left out or improperly put away, please take a photo and email it to the studio manager (within 10 hours), and notify the Help Desk before you start your reservation. At the end of your time, clean the studio properly. The manager will deal with the appropriate students.

The video studio exists to accommodate students and groups. However, sloppy behavior will not be tolerated. Please follow procedures and leave the studio better than you found it. If not, your privileges may be terminated at the discretion of the studio manager.

For more information, contact the studio manager at [rettner.video.studio@gmail.com](mailto:rettner.video.studio@gmail.com).

**I take responsibility for the appropriate practice and safe use of equipment in the Rettner Video Studio. I agree to all of the above terms and will report any incidents in a timely manner.**

**Signature:**

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**Date:**

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**Name (printed):**

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**Course and Professor (if applicable):**

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