

MJF Media Lab Rules

July 3, 2014



General Rules

- 1) Department production equipment use is only available to enrolled MJF and EA students working on MJF/EA production course assignments. Students using lab equipment and facilities are subject to fines and penalties for violation of lab rules and policies as set forth by lab supervisors.
- 2) All students must sign a liability agreement form and acknowledge that they are familiar with lab rules and policies before using editing labs or production equipment.

EDIT LAB / STUDIO RULES

- 3) **No food, or drink in any edit lab or studio. \$10 fine**
- 4) **Do not alter system** configurations, move cables or load any software without the express consent of the Lab Supervisor. **\$10 - 25 fine**

PRODUCTION EQUIPMENT CHECK-OUT RULES

- 5) Equipment may only be checked out or in during posted lab hours. Students must allow time for a thorough check out and check in of all items.
- 6) During checkout students are responsible to check the equipment they receive to ensure that it is in good working order. Any exceptions must be noted on the check out form. Equipment problems discovered or generated during production must be reported at check in. **Not reporting damaged/faulty equipment \$10 - 25 fine**
- 7) Classrooms, editing suites and studios are not to be used to store equipment without prior permission from lab supervisor. **\$10 - 25 fine**

- 8) The same student who checked out the equipment must return it and be present during the entire check in process. All cables must be properly wrapped and gear properly stowed in their containers. **\$10 – 25 fine**
- 9) Students must inform the police before shooting in any public location any scenes that could be construed as a public hazard, violent or unlawful. An email copy of such notice must be sent to your instructor prior to the shoot. On campus shoots must alert the MSU Public Safety office in addition to the Springfield police. A sign must be prominently displayed on location stating that this is an MSU film project. If shooting inside a campus building then the coordinator of that building must give written permission prior to use. Failure to comply with these regulations can have severe academic repercussions. See the Mandatory Safety Policy available online and through your instructor.
- 10) Department memory cards must be returned at check in. If needed they may be checked out again with a subsequent checkout. **Keeping the card w/o a separate checkout with count as a partially-returned order. This will result in a \$10 fine.**
- 11) Students are responsible for their own SD memory cards and expendables (AA & 9-volt batteries, grip tape, etc.) on projects outside of in-class instruction.

Fines can and will be given at the discretion of the Lab Supervisors as the situation warrants and can be given for violations not listed in the above guidelines.