

TEXAS SOUTHERN UNIVERSITY
School of Communication

Department of Radio, Television and Film

**FACILITY AND EQUIPMENT
POLICIES AND PROCEDURES**

Approved March 2, 2009

RATIONALE

The radio, television, film, broadcast news, and multimedia production facilities and equipment are accessible primarily to the students and faculty of **the School of Communications (SOC)**. **TSU TV, a unit of SOC is responsible for the production and scheduling of the programming which will be broadcast to the TSU community and the public through a variety of methods. TSU TV may acquire certain pieces of equipment and production systems which may be inaccessible to the students and the faculty.** Any other utilization of these facilities will be determined by the **Dean** or designated authority in the **School**. **Students who are registered for a production course will be allowed to use the facilities and equipment to complete their course assignments and projects.** Any personal or unauthorized use of facilities or equipment is strictly prohibited. Persons found using the facilities or equipment for personal or unauthorized use will be barred from using the facilities or equipment in the future.

The facilities and equipment shall be also accessible to the **SOC** faculty who teach or use the equipment for creative, educational or scholarly projects. Faculty who do not use equipment for teaching may be allowed to use equipment provided they undergo appropriate training offered by the **School**.

Faculty members who desire to use the equipment, but have not been appropriately trained, may request the assistance of authorized senior production students and in some instances, the **School's** production staff, with the approval of the **Dean** or a designated authority.

The TSU faculty, staff, and students may also use the facilities, if available, and as long as authorized senior production students or production staff are available for assistance. Should damages occur to the equipment while under the care of these parties, they must accept responsibility for prompt repairs and replacement.

Any external use of the facilities and equipment will be determined by the **Dean** of the **SOC** along with the appropriate University officials. A proposal describing the purpose for which equipment is being requested must be submitted for approval.

The facility usage is prioritized as follows:

1. **Students who are enrolled in a production course. These students will only have access to the equipment designated for that specific course by the course instructor.** Registration for a production course does not automatically allow a student access to all facilities and equipment;
2. Department faculty members who use the equipment for creative, educational or scholarly activities approved by the **Dean** or a designated authority;
3. **SOC** staff using the equipment for university events approved by the **Dean** or a designated authority;
4. Inter-departmental use approved by the **Dean** or a designated authority using authorized senior production students or production staff upon availability; and,
5. External use of the facilities and equipment approved by the **Dean** or designated authority.

CONDITIONS FOR EQUIPMENT AVAILABILITY AND USE

Facility and equipment will be released on a first-come, first-served basis only and strictly in accordance with the above order of priority.

Requests must be received at least 48 hours prior to use. Timely submission of a request will increase the likelihood of facility and equipment availability for the time requested.

The use of the facility and equipment during scheduled class hours is strictly prohibited.

The SOC may designate specific equipment for university related projects, accessible only by designated personnel.

Students, faculty, staff, and other authorized users are required to complete applicable request forms for any use of the facility or equipment. No equipment will be checked out without appropriate paper work. Facilities may not be used without reservation in advance.

Students must sign and return to the Production Office the *Statement of Understanding of Facility and Equipment Rules* prior to the use of the facilities and equipment (final page of the Student's Manual).

USER'S RESPONSIBILITIES

1. Users must refrain from bringing food or drink into the facility.
2. Users may not alter the set-up and configurations of equipment. Should any changes become necessary, facility personnel should be consulted.
3. Users may not install any software or peripherals on the computer systems.
4. Users must consult facility personnel prior to the use of any equipment.
5. Removal and alteration of installed equipment is strictly prohibited.
6. Facility must be restored to its original condition after use - cables, accessories, props, etc.
7. Failure to cancel a reservation for facility or equipment use, at least 24 hours in advance may result in suspension of all privileges.
8. Out-of-Harris County and out-of-state projects must be pre-approved by the instructor and the chairperson. Decisions will be made on a case-by-case basis. Failure to report out-of-county/ out-of-state travels will result in suspension of all privileges.

EQUIPMENT CHECKOUT RULES

1. Appropriate signatures must be obtained on designated forms and submitted to the Production Office.
2. Users must check each piece of equipment and accessories before leaving the facility to verify they are in working condition in the presence of authorized production personnel.
3. Equipment must be returned by the user in person. The users must be present during check-in period to verify all equipment is returned.
4. Equipment must be returned in its original condition - properly re-packed and neatly re-stored. Marks and masking tapes must be removed and any residue cleaned.
5. Malfunctions and damages must be reported on a *Damage or Repair Form*, if necessary.
6. Users have a maximum of 48 hours to return any missing equipment or accessories. After that time, the value for the missing parts is assessed and billed to the user. If the Production Office does not receive a payment after the 10th day, or before the semester ends, whichever comes first, the user will be barred from future use. External clients will be billed by the Department or the University authority.
7. Damages will be assessed by the Production Office. The decision of the Production Office on the assessment of the damages, as stipulated on *Check-In/Check-Out Form*, will be final, and user shall pay accordingly, no exception.
8. Equipment will not be available to users who owe outstanding bill for damaged or lost equipment.
9. In group projects, all group members share collective responsibility for charges assessed for the loss or damaged equipment.
10. Users must be present to sign necessary forms during checkout time. No one shall check out equipment on behalf of another person.
11. The facility will not be available during class sessions, and equipment will not be checked out if they are being used for class instruction.
12. Users may check out equipment for a 48-hour period at a time. In exceptional circumstances, instructors may grant to students additional time, up to a maximum of one week. Requests must be made through instructors, who in turn will notify the Production Office. Other users must seek permission from the Production Office.

13. Users who arrive late 15 minutes or more, to check out equipment or use the facility, will have forfeited their right to check out equipment or use the facility.

14. The facility and equipment will not be available during the week of final exams.

15. Under unusual circumstances the use of the facility may be extended. Request for extension must be done through the instructor or the teaching assistants. The Production Office will determine the length of the extension.

16. Attempts to repair any equipment during use are prohibited.

17. **SOC** shall not be responsible for any loss due to malfunctioning of the equipment or operator's error.

18. **SOC** will not reimburse a student for time lost while the student was suspended from using the facility or the equipment.

19. Infraction of the policies and rules may result in disciplinary penalties.

20. Equipment must be returned on time. Users who are late face the following consequences:

- a) First offense attracts written warning;
- b) Second offence results in a bar from using the facilities or equipment for two weeks; and
- c) Third offense results in a bar from using the facilities and equipment for that semester.

EQUIPMENT MANUALS

Copies of studio and field equipment manuals (not the originals) will be available for the faculty and students to consult or checkout at the Production Office. The Production Office staff will determine the procedure.

OPEN ACCESS HOURS

Facility, equipment, and all labs will be available to faculty and students at least **three days per week, four hours at a time**, for practice and instruction by the lab technicians, teaching assistants, or facility staff. Production Office staff will determine the days and time of the open access periods and will post them outside the MLK TV Studio. Only students who have registered for a production course and the faculty who teach the use of equipment may utilize the lab. The list of equipment to which students can have access will be provided to the Production Office staff by the instructors at the beginning of each semester.

POLICY CHANGES AND AMENDMENTS

The SOC shall be the only official body authorized to make changes or amendments to the policy.

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STUDENT
FACILITY AND EQUIPMENT USAGE PROCEDURE

STUDENT EQUIPMENT AND FACILITY USAGE PROCEDURE

1. Obtain a *Studio, Editing or Field Equipment Form* from the Production Office.
2. Obtain the course instructor's signature.
3. Sign the appropriate form.
4. Submit the completed form to the Production Office.
5. Arrange for a pick up time for field equipment with the Production Office staff.
6. Determine that all the equipment being checked out is in good working order.
7. The student's TSU ID must be left with the Production Office.
8. The equipment must be returned by the date and time due, as indicated on the *Equipment Check-Out Form*. Any equipment malfunction must be reported.
9. For the use of the editing systems or the studio, the student must report to the Production Office and must sign the *Usage Log* before leaving.
10. The student will pick up the ID after the completion of the check-in process or upon leaving the facility.

NOTE: A minimum of a 48-hour advanced notice is required for use of the equipment for class assignments and projects beyond class period.

NOTE: For off-campus assignments or projects, the student may only checkout equipment for one 48- hour period at a time. At the end of this period, the equipment must be returned, whether or not the assignment or project has been completed. The student may checkout equipment again, subject to the instructor's approval.

NOTE: the student is responsible for all damages to the equipment due to negligence.

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STUDENT HANDBOOK

*** Sign and return the last page (*Statement of Understanding to the Production Office*)**

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4. Users must consult facility personnel prior to the use of any equipment.
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6. The facility must be restored to its original condition after use - cables, accessories, props, etc.
7. Failure to cancel a reservation for facility or equipment use, at least 24 hours in advance, may result in suspension of all privileges.
8. Out-of-Harris County and out-of-state projects must be authorized by the instructor and the chairperson in advance. Decisions will be made on a case-by-case basis. Failure to report out-of-county/ out-of-state travels will result in suspension of all privileges.

EQUIPMENT CHECK-OUT RULES

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5. Malfunctions and damages must be reported on a *Damage or Repair Form*, if necessary.
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15. Attempts to repair any equipment during use are prohibited.
16. The TSSOC shall not be responsible for any loss due to malfunctioning of the equipment or operator's error.
17. The TSSOC will not reimburse a student for time lost while the student was suspended from using the facility or the equipment.
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**STUDENT STATEMENT OF UNDERSTANDING
OF POLICIES AND RULES**

I have read, understood, and will comply with all of the rules and policies regarding facilities and equipment. A copy of these policies and rules has been provided to me. I understand that I assume full financial responsibilities for any damages to the facilities or equipment out of negligence.

Print Name

Signature

Date

Course

Semester