

MEDIA EQUIPMENT DISTRIBUTION CENTRE AND BOOKABLE FACILITIES
POLICIES AND PROCEDURE S

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WHAT IS THE MEDIA EQUIPMENT DISTRIBUTION CENTRE?

The Media Equipment Distribution Centre (also known as The Media Cage) is located on the third floor adjacent to the spiral staircase and elevators (GH320). It is where you may go to rent out equipment and time in the facilities that the University of Guelph-Humber has to offer. Need a camera? We have that. Want access to a private study area? We have that. Some restrictions apply - please read below.

SUMMARY

- Students registered and enrolled in an active program or course at the University of Guelph-Humber have the privilege to make use of the facilities and equipment. Some restrictions may apply.
- We want you to get the most from these facilities, but also want you to realize that failure to adhere to the policies and procedures as outlined here in this document could result in these privileges being withdrawn. Please read this carefully.
- You will be asked to sign a [Media Equipment Distribution Centre Equipment Rental Agreement](#). By doing so, you acknowledge having read and agree to abide fully with the contents of this document.
- Students may not make use of the equipment or facilities until the agreement has been read, signed, and submitted.
- You will require a valid Guelph-Humber student I.D. card and you must present your card every time you use the Media Equipment Distribution Centre.
- You are responsible for the care of all equipment and/or facilities checked out to you. Treat them as your own and never leave equipment unattended.
- **You will be responsible for any equipment that is lost or stolen, regardless of circumstance, and will be charged full replacement value.**
- There is a 20-minute equipment inspection period. **Use it.** Please go over the contents of your equipment and test everything thoroughly BEFORE leaving the Media Equipment Distribution Centre area.
- The reservation and checkout software used by the Media Equipment Distribution Centre will communicate with you via your Gryph Mail.
- Check your Gryph Mail frequently so that you don't miss any reservation reminders, late checkout notices, late fine invoices, or other important notices.
- Information about your equipment use may be shared with faculty, instructors, or administrative staff by request.
- Food and beverages are not permitted in ANY of the bookable rooms including the Studios and Presentation Rooms. FINES WILL BE ADMINISTERED.

HOURS OF OPERATION

The Media Cage hours:

Monday to Fridays 8:00 a.m. – 9:00 p.m.

Saturday-Sundays 10:00 a.m. – 5:00 p.m.

During the academic year the cage will be closed on all Statutory Holidays. Hours of operation can vary especially regarding Fall and Winter breaks (aka reading week), so please do check your reservations via <https://mcc.guelphhumber.ca/sso/patron/>

On that note, reservations can be made 24 hours a day, 7 days a week. More information can always be found by contacting the Media Cage

CONTACTS

The Media Cage is staffed by Work Study students and overseen by:

[*Academic & Campus Technologies Services \(ACTS\).*](#)

For any inquiries please email or call:

E: **mediacage@guelphhumber.ca**

T: **416-798-1331, ext. 6330**

GENERAL POLICIES & PROCEDURES

The Media Cage provides equipment, studio space, and editing facilities for authorized University of Guelph-Humber patrons (students, faculty, staff, etc.) to use as required for completing class assignments. All bookings should be made in advance. Our primary goal is to always keep all equipment and facilities functioning properly and available for patron use. To accomplish this, some restrictions are in place and the Media Cage Staff are responsible for regulating the use of the facilities and equipment.

HOW TO ACCESS THE MEDIA CAGE

1. You must be registered in an active program at the University of Guelph-Humber.
2. You must present a valid Guelph-Humber Student I.D. card to access equipment and/or locations through the Media Cage.
3. To use the services, you must sign and submit the **Media Equipment Distribution Centre Equipment Rental Form**. By signing the form, you acknowledge having read these terms and agree to abide by its policies. Please use your Gryph Mail credentials.

THE FORM CAN BE FOUND HERE: [Media Cage Rental Agreement](#)

There are restrictions on the use of some equipment and facilities. Upon acceptance of the above conditions, you will have access to the facilities and equipment that are available to you based on your year of study and courses. You must present your card **EVERY** time you use the Media Cage.

First Time? Or New to the Process?

Before you request any equipment or a facility reservation, visit the Media Cage early in the semester. Meet and greet the staff. They will go over the procedures on how to efficiently make use of your bookings.

We use an online check-out system for our equipment and facilities. It is called WebCheckout and is solely online at <https://mcc.guelphhumber.ca/sso/patron/>

Using your Single Sign-On credentials (your Gryph Mail credentials) you can login and book equipment and facilities that are available to you. A simple tutorial on how to use the service can be found by [watching this video](#).

Once you book online, head to the Media Cage and ask the staff to fulfill your booking.

You can also book in-person without using WebCheckout at the Media Cage.

When you arrive at the Cage, **BE PREPARED** by knowing exactly what you need and when you need it. The staff are knowledgeable and will be able to help but being prepared will streamline your booking

process. Be flexible by having alternate booking times in mind if facilities are already reserved or in use. Give yourself adequate time to complete your booking request. Be prepared to wait during peak pick-up (Friday afternoons) and drop off periods (Monday mornings). If you are picking up equipment, be sure to allow yourself time to check it thoroughly before you leave. You are solely responsible for and held accountable for the equipment once checked out on your card. As previously mentioned, there is a 20-minute equipment inspection period. Use it!

Collection of Personal Information

The Media Cage collects personal information you provide when you register with the Media Cage, including your name, email address and phone number. The Media Cage uses this information to create and manage your account and to maintain records of students who borrow equipment and book out facilities.

Media Equipment Distribution Centre Surveillance

While visiting the Media Equipment Distribution Centre you may notice an overhead camera monitoring the service entrance where you will make your requests. This is to ensure the safety of all staff and students and the security of equipment.

Treatment of Media Equipment Distribution Centre and Support Staff

The Media Equipment Distribution Centre and Support Staff serve hundreds of students as well as staff and faculty daily. They are fully aware of your needs and understand the pressures of your assignments. They are experienced and helpful to all who need them. In return, you must treat them with courtesy and respect for the job they are doing. Part of your education is to develop a professional approach to working with people, and to this end, any indication that staff are not being treated in a respectful manner is a failure in an important area of your courses.

Documented proof of thoughtless and/or disrespectful behavior will be brought to the attention of your instructors and/or Program Head and could result in temporary suspension or loss of booking privileges.

Reservations

Reservations made in person require a valid Guelph-Humber Student I.D. card. Reservations may be made online by logging into: <https://mcc.guelphhumber.ca/sso/patron/>

Reservations are not accepted over the phone; however, accommodations can be provided - please contact the Media Cage. **You must pick up your own reservations.**

You will not be permitted to pick up equipment and/or facilities you have not been specifically trained and/or authorized to use. A reservation can be cancelled in person, by phone, or by logging into your

account on the WebCheckout system. A minimum of 24 hours' notice must be given before the reserved date to avoid penalties. There is a fair usage policy in effect: over-reserving or continuously not picking up reservations will result in loss of booking privileges. Any reservations not picked up within an hour of the booked pick-up time will automatically be canceled. If you have any questions, please contact The Media Cage.

How to Borrow Equipment and Facility Keys

The Media Cage will use your Guelph-Humber Student I.D. Card to book out equipment in your name. No equipment will be released to anyone who has not booked the equipment electronically using their Guelph-Humber Student I.D. Card.

When you use your I.D. Card to reserve equipment and/or facilities, you are solely responsible and held accountable for the condition of the equipment, facilities, and timely return of keys.

How to Check Outgoing Equipment

Most equipment is packed with a checklist, which remains in the kit. Use this list to check that all items are present. If the list is not present or you are unsure, please ask. Check that the equipment is functioning properly before leaving the Media Cage area. If booking a camera, test the record and Playback functions. Power the gear and make sure there is adequate battery charge. Kit photos and contents lists are also available online through the WebCheckout booking system where you can book equipment: <https://mcc.guelphhumber.ca/sso/patron/>

It is your responsibility to let the Media Cage Staff know of any missing or non-functioning equipment before leaving the Media Cage area so that you won't be charged for missing and/or damaged items. You have 20 minutes to inspect your gear thoroughly. After 20 minutes from your checkout time, you will be held responsible for any missing and/or damaged items. You are responsible for the equipment checked out on your Guelph-Humber Student I.D. Card. Do not lend out your card, sign out equipment for another student or faculty member or give your equipment to someone else to return. If this occurs there may be a suspension and or loss of booking privileges.

When booking out facilities like the Presentation Rooms or studio space you will be given an access card which you will use as a key to gain entry. Use the card to swipe at the small black scanner located next to the door at which point you will gain access. **DO NOT LOSE THIS CARD. You will be fined if you do so.**
NOTE: Some facilities come with a card AND a physical key.

RETURN, REPAIR AND MAINTENANCE OF EQUIPMENT

If any item of equipment is returned in a damaged condition or not returned at all, the student shall pay the University of Guelph-Humber the replacement cost without deduction for depreciation of said item. By renting out equipment or facility space, the student agrees to all terms and conditions associated. If any item is returned in a repairable, damaged condition, the student shall pay the University of Guelph-Humber the cost of such. In determining whether equipment shall be replaced or repaired, University of Guelph-Humber's judgement is based on the further use and safety of the items in question.

Be attentive and don't let your equipment out of your sight. Stolen equipment while on the TTC is not a valid excuse and you will be responsible for the total replacement of what you have lost. We have heard all the excuses and it comes down to knowing where your equipment is at all times. We do not give passes on water damage from any sources, negligence resulting in damage, theft, acts of God, etc. Please be prompt with reporting any issues and we will work together to find the best solution. For example, if there is minor damage to an item, we will do our best to repair the item in-house before issuing any demands for replacement.

Our facilities are used by thousands of students a year and we strive to keep them as up-to-date and clean as possible. Be respectful and if you do not know how to use something-please ask. You will be charged for negligence resulting to damage to facilities and equipment they house.

How to Check-In Returning Equipment

Unless other arrangements have been made in advance with the Media Cage Staff, all equipment must be returned by the return time specified. Allow yourself some time to return your equipment. Dropping equipment off at the counter and walking away will not be checked in and will accrue **late fines** until such time that you are present to go over the return. Equipment is to be returned in an orderly fashion in the same way they were taken out-cables wrapped neatly, batteries removed, lens caps on, etc.

How to Report an Equipment Fault

Fault reporting can be done two ways: in person or online.

Smaller issues (e.g., a dead battery or a burnt-out bulb) should be attended to in person at the Media Cage where a replacement can be provided quickly and easily to get you back to your assignment with little interruption. For other issues a staff member will need specific details to troubleshoot the issue with you, and where possible, provide replacement equipment if needed. After hours, a fault report can be submitted online via the WebCheckout System. Click on the "Report a Problem" tab and complete the information fields there. More information and instruction are available in the Handout.

Why Report an Equipment Fault

You are often the only person who can identify a fault in the equipment. Therefore, to avoid giving out faulty equipment to another student (or in the future to you), you must report any problems immediately to the staff. The equipment will be checked, serviced and quarantined before it is returned to use. With any equipment, the same problem may recur, so your reports help us track those units carefully, run additional tests as required or replace them if the need arises.

What If You Damaged Equipment?

If you accidentally damage equipment, you must report it to the staff immediately. Do not wait for us to discover the problem. Do not attempt to conceal damaged equipment. Do not attempt to make repairs on your own. Our system tracks all equipment usage and we will find out that you were responsible. It is always better to let us know right away and often the repair can be made easily and at minimal cost. In cases of negligence, you will be financially responsible for the repair or replacement of the affected item - please read above for more information and examples of these situations under **Return, Repair and Maintenance**.

REMEMBER YOU ARE RESPONSIBLE FOR CHECKING ALL EQUIPMENT PRIOR TO LEAVING THE MEDIA CAGE AREA.

Access Cards & Keys

To access certain facilities, you will need to sign out a key (in the form of a card) and the subsequent time you wish to spend. For example, if you would like to spend an hour from 1pm to 2pm in a Presentation Room, you would need to book that room out online or physically through the Media Cage and assuming that timeframe is open you would arrive to pick up the key that will let you in. When your time is up you would need to return that key or face a fine as you will be taking someone else's time.

Reserving Facilities

For room and facility bookings, please use the WebCheckout system at <https://mcc.guelphhumber.ca/sso/patron/> whenever possible to help reduce foot traffic at the Media Cage. It is your responsibility to ensure that the dates, time and rooms/studios are correct. Room reservations are held for 20 minutes, after that, they become available on a first come, first served basis.

Returning Keys

If you borrowed a key, it must be returned immediately after your booking is completed. If there are delays, fines will be administered to your account.

USE OF EQUIPMENT AND FACILITIES

We trust that you will look after the equipment and facilities and will always use the time that you have booked. **NOT ALL EQUIPMENT IS AVAILABLE TO ALL STUDENTS.** Check with The Media Cage Staff or log into WebCheckout to view the equipment authorized to you. As you progress throughout your courses and years of study, more equipment and or facility options will open up to you.

Walk-in Privileges

Within the operating hours of the Media Cage, you may visit and book time in any facility and or book equipment- you do not necessarily need to book online, but to limit foot traffic, it is advised that you do so.

Penalty for Not Using Your Booked Time

We strive to always keep as much available to as many as possible. An unused reservation may result in a loss of booking privileges. If you must cancel a reservation, please provide 24 hours' notice.

Penalty for Lost or Late Return Keys

Any studio keys or keys to facilities signed out to students must be returned 20 minutes before closing time. A maximum 10-minute grace period will be given. Any keys returned after this time frame will result in a fine of \$25.00 per day. The loss of a physical key could result in your being charged for the replacement of the physical lock on the door.

Penalty for Late Return of Equipment

You will be charged PER ITEM PER DAY if the equipment is not returned by the specified due date and time. Fines will be added to your Guelph-Humber Media Cage account. Some items that are available in limited quantities may have a larger fine associated with them. For example, the Nikon D850 may have a greater fine than renting out a cable.

A kit is a series of related items that are packaged together. For example, a camera, camera battery, and charger packaged together are considered a kit. A kit must have all items present to be returned. If any items are missing, it will not be accepted as a return and will accumulate a late charge per day.

The maximum penalty fee for late and/or lost equipment is 130% of the total replacement cost of equipment. Fines are based on the item(s) taken and are subject to change and handled on a case-by case basis.

If equipment is not returned, there will be a loss of booking privileges and thus you won't be able to book facilities or rent out any equipment until your late equipment is returned. For further details please contact the Media Cage.

These policies and procedures are regularly reviewed as facilities and student needs evolve. You will be advised of any changes that might affect your use of the facilities and/or rental agreements. Suggestions on how to improve these policies and procedures are greatly appreciated and welcomed.

FACILITY BASED POLICIES

Please review these policies & conditions. By providing your signature in the Media Cage when creating an account, you are agreeing to these terms and conditions.

Using the Facilities

- Users may reserve facilities online through <https://mcc.guelphhumber.ca/sso/patron/> logging in using their Gryph Mail credentials. If there are any issues with the site you can also book by contacting the Media Cage by phone (416-798-1331, ext. 6330), by e-mail at mediacage@guelphhumber.ca, or in person. You will be issued a Lenel key access card, (and or a physical key depending on what you book) which must be returned at least 15 minutes prior to Media Cage closing hours.

GH228/GH229 Practice Presentation Room Policies

- Users of GH228/GH229 must comply with the policies and conditions of its usage. Failure to do so will result in suspension of access to GH228/GH229.
- A media kit will be provided to students containing equipment and instructions for the room when they get the key access card.
- Users must present their University of Guelph-Humber I.D. card when signing out keys to GH228/GH229. Users may not use someone else's I.D. card to sign out Lenel key access cards.
- Users must abide by [Humber's IT acceptable use policy](#).
- Rooms must be attended at all times and locked when vacated.
- The Lenel key access card and equipment are to be returned only by the user renting them.
- Immediately report any problems with the room or equipment to the Computer Support Assistant (CSA) on duty in the Learning Commons.

- A/V equipment and accessories may not be removed from GH228/GH229 for any reason. A/V equipment in GH228/229 includes the following:
 - 1 Dell OptiPlex 7050
 - 1 Crestron TSW-560-W-S 5" Touch Screen
 - 1 Sharp PN-L651H
 - 1 ACV-5100
 - 1 Crestron AM-200 AirMedia 2
 - 2 USBtoPC
 - 2 HDMI in
 - 4 USB Charging ports
 - 4 Power Outlets

- All equipment listed above are assumed to be in proper working order when the user borrows the keys to GH228/229. Any damage to the equipment or missing equipment must be reported immediately to the Media Cage personnel.

- **No Food or drink is allowed in GH228/GH229 at any time.** Please be advised that if food/drink is consumed in the room, the entire group may be asked to leave the room thereby forfeiting the room booking. As per the Acknowledgement below, privileges may be suspended or revoked if members of the group fail to comply with stated policies and conditions.

Borrowing of Keys and Use of GH228/GH229:

- GH228/GH229 and the equipment contained therein are to be used for coursework and research purposes only, and not for the user's personal use.
- GH228/GH229 may be booked for one (1) hour at a time to a maximum of two (2) hours/day per group. No back-to-back bookings may be made.
- A room booking will be forfeited if the user does not sign-out the keys within fifteen minutes of the start of the booking.

When returning keys, users **must** return the keys to a Media Cage personnel. Items will not be deemed returned otherwise, and a late fee will be charged to the user's account until the keys are properly returned.

GH212c/d Learning Commons Huddle Spaces Policies

Located on the second floor, the Huddle Spaces are collaborative spaces equipped with integrated audio-visual hardware for virtual meetings with the ability to enable students to connect their BYOD wirelessly to share content on a 55", 4k screen.

One can book a timeslot using WebCheckout for 2 (two) hours max. With a maximum of 6 (six) patrons that can occupy the space at a given time.

Although the Media Cage can book a time slot for you, these spaces are governed by the CSA desk that serves as an entrance to the Learning Commons. If there are disputes and/or inquiries regarding the physical space, please head the CSA help desk and they will be able to point you in the right direction.

Because the spaces are not totally enclosed, there may be a question of who can use the space at a given time. Please make sure you book the timeslot you would like and have that email at hand. Please head to the CSA help desk if anything arises.

Once a time slot is booked you can go right in and use the space – NO keys are required so you won't need to go to the Media Cage to get a key.

GH416 Visual and Immersive Media Studio Policies

The facility is comprised of the main studio (GH416), the Print Lab (GH416b) and the VR Sandbox (GH416c). Scheduled classes take precedence for the use of these rooms. A schedule indicating access times for the semester will be posted outside each room. GH416b contains PC workstations with Adobe CC for sending photos to the photo printer release station as well as an HP Z9 24" printer. GH416c contains a high-powered PC workstation with HTC Vive Pro 2.

General Policies:

- a) Access to the photo facilities is by keyed entry by Lenel. Students must rent a Lenel key from the Media Cage. Please return studio & or print lab keys to the Media Cage fifteen minutes before closing- this means by 9:45 PM on weekdays. Keys are to be returned only by the user who borrowed them.
- b) The main studio (GH416) will be rented out in 4-hour time slots. One in-person renewal is permitted for a total of 8 hours.
- c) The print lab (GH416b) will be rented out in 45-minute time slots.

- d) The VR Sandbox (GH416c) will be rented out in 2-hour time slots.
- e) No food or drink will be allowed in the GH416 without permission from an instructor or technologist. Please use the common areas outside of these rooms for coffee breaks, lunch breaks, etc. Smoking or vaping is never permitted under any circumstance.
- f) All facilities must be left in a clean & orderly condition. Please return all equipment, put away all supplies & sweep the studios when necessary. Garbage and recyclable materials should be disposed of properly. The facilities are to be only rented for their primary use as defined by the program, for example the print facility is used to simply load your files and print them. They are not used to retouch (edit) your files. Which means, you will not sit on the print computer and casually surf the web, edit, or watch YouTube.
- g) Please turn off all lights when leaving the studios and return all blocks, walls, laptop stands and foam core to its original location.
- h) Any supplies or equipment left in the studios or print lab after hours may be removed and/or discarded. The University is not responsible for any personal items that are left behind in the facilities.
- i) Every person in the facility must be documented at the Media Cage prior to entering the studio. The student who rents the studio Lenel card is responsible for this. A fine can be levied for unregistered occupants of the main studio space and print facility.
- j) Students should report any problems in the studios to the Media Cage, an instructor or a technologist.
- k) Students who do not follow these rules will be fined. Fines are listed below.
- l) Please see above in the **Returns, Repairs and Maintenance** section (pg. 7) for fines & penalties related to equipment. Fines & penalties for misuse of the photo facilities are as follows:

GH311: Multi-platform Production Studio Policies

The Multi-platform Production Studio in GH311 is comprised of the iMac editing workstations, production soundstage, Tricaster control room, and radio sound booth. A schedule indicating access times for the semester will be posted outside each room.

General Policies:

- a) Access to GH311 is by access card and/or keyed entry. Students must rent a key or card from the Media Cage. Please return cards and/or keys to the Media Cage 15 minutes before closing for the control room, audio suite, or soundstage areas and five minutes before closing for the computer workstations. Keys are to be returned only by the user who borrowed them.
- b) Access to the computer workstations will be rented out in 4-hour time slots. Dependent on availability, another subsequent time slot booking can be requested.
- c) The computer workstations in the facility are to be used for students to complete their media production projects. It is not to be used for gaming, streaming videos, or surfing the web. If you require a computer for web browsing or research for your projects, there are other labs available to accommodate these needs.
- d) No food or drink will be allowed in GH311. Please use the common areas outside of these rooms for coffee breaks, lunch breaks, etc. Smoking and/or vaping is never permitted under any circumstance.
- e) Please turn off all lights when leaving the facility if you are the last person in there. If using the control room, please ensure the door is locked.
- f) Any supplies or equipment left in GH311 after hours may be removed and/or discarded.
- g) Students who do not follow these rules will be fined.

GH317: Production Studios

The Production Studio in GH317 is comprised of 4 (four) various studios a/b/c/d.

GH317a is the Post-Production Editing Suite that contains a high-powered, multi-screen VR-editing workstation where as b/c/d are used mainly as audio/video streaming podcast production studios. The Suite has a room capacity of 2.

GH317b – (Podcast Suite B) is an accessible space that contains a larger clearance entrance area and height adjustable table. A bring-your-own-device production suite with four Rode Procaster cardioid microphones and a Rode Rodcaster mixer for all your video and audio podcasting needs. B has a room capacity of 4.

GH317 -c/d are cozier when compared to Podcast Suite B. They are identical as a bring-your-own-device production suite with four Rode Procaster cardioid microphones and a Rode Rodcaster mixer for all your podcasting needs. They have a room capacity of 4.

General Policies:

- a) Access to GH317 is by access card and/or keyed entry (physical key for A). Students must rent a key and or card from the Media Cage. Please return cards and/or keys to the Media Cage 15 minutes before closing. Keys are to be returned only by the user who borrowed them.
- b) The computer workstation in GH317a-the Post-Production Editing Suite is to be used for students to complete their media production projects. It is not to be used for gaming, streaming videos, or surfing the web. If you require a computer for web browsing or research for your projects, there are other labs available to accommodate these needs.
- c) No food or drink will be allowed in GH317. Please use the common areas outside of these rooms for coffee breaks, lunch breaks, etc. Smoking and/or vaping is never permitted under any circumstance.
- d) Lights are automatic in these facilities with automatic doors after using a Lenel.
- e) Any supplies or equipment left in GH317 after hours may be removed and/or discarded.
- f) Students who do not follow these rules will be fined.
- g) Please return all mics and chairs to their original home positions or students can be fined.

FINES*

***Fines are subject to change. Please consult the Media Cage**

Payment of Fines & Correction of Fine errors

Fines, repair, and replacement charges will be sent to Student Financial Services at the end of the Winter semester and placed on your WebAdvisor account. We recommend you periodically check on the status of your account and fines with the staff at the Media Cage. If you believe any fines have been added to your account in error, please contact mediatech@guelphhumber.ca and we will investigate.

EQUIPMENT & FACILITIES ZERO TOLERANCE ISSUES

Please note that trust is the basis for providing high quality facilities and equipment to you, but we must insist that failure to adhere to the guidelines outlined in this manual will result in the loss of booking privileges and other penalties.

Studios and Editing Suites must always be left in the same way you entered. The equipment is both very portable and very valuable. You may be responsible for its replacement value if it goes missing or is damaged due to negligence during your booking.

LOOK after any keys that you book out as if they were your own.

DO NOT eat or drink in the bookable facilities. The chance of spilling drinks onto valuable equipment is too great and the food and wrappers left behind lead to an unnecessary mess and can result in fines.

DO NOT deface or mark-up walls, desks, doorframes, or other areas of the facility. If you are overcome with a desire to draw, do so on a piece of paper and take it with you.

DO NOT put your feet on walls, tables, or chairs. These facilities are used by hundreds of students, and we need them to remain clean and professional looking. Facilities must be kept clean and orderly with equipment properly stored after use.

DO NOT change cables on the backs of editing machines or change menu settings other than those indicated by instructional staff. Please note any changes or files saved to machines will be deleted and the computer will reset before you leave. Always bring and save your files on your own hard drive. Please log out when you're done working on machines.

RETURN equipment in as good or better shape than received. Cables should be neatly wrapped, and equipment placed neatly in its case. Inform booking staff of any problems with the equipment so that it can be checked and repaired before being booked out again.

DO enjoy using the facilities and equipment and produce good work that we can all be proud of!