

ARRI Resource Center | Checkout Procedure and Regulations

Manzanita Hall Rm. 191 | (818) 677-3802

Email: CTVAEquipment@csun.edu

Operating Hours: Mon-Fri 11:00am - 7:00pm

Equipment RETURN Hours: 11:00am - 2:30pm

Equipment PICK UP Hours: 3:00pm - 6:30pm

The ARRI Resource Center (ARC) facilitates equipment used in production courses. Equipment is designated by class, and only that equipment will be issued regardless of proficiency with other equipment. All equipment issued by the ARC can only be used for assigned course work. Any use of equipment for projects outside of class assignments will result in immediate termination of privileges and potential academic penalties. To minimize liability of one student, it is advised (especially with larger checkouts) to have the designated positioned crew member, handle the checkout for their Dept. For example, the DP of the group should be in charge of the Camera checkout, the sound person, the sound checkout and so on. Any violation of the following ARC procedure, will result termination of privileges and possible academic penalties.

Checkout Procedure :

- Any and all equipment reservations are the responsibility of the **student**.
- Any and all equipment reservations are to be made online, via the patron portal. Reservations for rooms are still to be made via the posting on the room's door.
- Equipment reservations must be made at least **2 hours** in advance and no more than **2 weeks** in advanced.
- Students are only allowed one reservation, at a time (without prior notification).
- The Student that creates the reservation is responsible for both **PICK UP & RETURN**. Students picking up or returning equipment not on the reservation/checkout, will be turned away. **EQUIPMENT RETURNED LATE WILL RESULT IN TERMINATION OF ARC PRIVILEGES**
- No Partial Returns will be accepted (without prior notification). You will be turned away.
- The student is responsible for returning all equipment in the manner it was received. Equipment returned out of case, taken apart, not properly wrapped etc, will need to be properly stored prior to ARC staff checking it in.
- Any equipment returned or picked up outside the **rental contract time** (without prior notification) will be turned away.
- Equipment Drop-ins: Picking up equipment with no reservation **IS NOT ALLOWED**.
- The student is responsible for noting all damaged, missing, non operational equipment **PRIOR** to leaving the building. Once the rental contract is signed, it is now the responsibility of that student.
- Please allow an **ample amount of time** for your pick up and return. All equipment must be inspected by the student on the rental contract, prior to leaving the building. Additionally, students are not free from their rental contract obligation until all returning gear has been inspected and cleared by ARC Staff.
- The student listed on the rental contract is **financially responsible** for all equipment. Equipment missing items, lost, stolen, or broken is the responsibility of the student on the rental contract. The student will also be responsible for prompt replacement or repair, of any equipment. The student will not be allowed to complete any reservations or checkouts until the matter of replacement/repair is resolved. The student is additionally subject to academic penalties, if the repair/replacement goes unresolved.

LOADING EQUIPMENT IN/OUT:

- A loading pass (Available at the Lindley/Nordoff or Prairie/Darby information Booth) is required for all loading and unloading of equipment behind Manzanita Hall and must be displayed at all times.
- An appropriate vehicle is required for all transport. If the transport of the equipment is deemed unsafe, you will not be able to complete the checkout.
- The loading pass is for 30 minutes. The transport vehicle will need to move at the end of the cycle or it will be subject to fines and may be towed.
- **NEVER LEAVE EQUIPMENT IN THE TRANSPORT VEHICLE, REGARDLESS IF IT IS OUT OF VIEW OR LOCKED.**

I, _____, have read and understood the
(Please Print Name)

information outlined above and agree to abide by all of the above ARC guidelines and procedures.

(Signature) Date: _____