Charles Sturt University - BA TV Production Facilities Student Policies and Practices Contract

Student Name_____ Student Number_____

This contract sets out the Policies and Practices required of students utilising facilities associated with courses held in the Performing Arts / TV complex at Charles Sturt University Wagga Wagga and is binding until the completion of your studies. ***Failure to adhere to these policies and practices will result in disciplinary action being taken under the General Student Misconduct Rule.***
Failure to sign and submit this contract will preclude a student from utilising the facilities.

General conduct (applies to all facilities)

Students must:

- Sign the log books upon entering and leaving facilities
- Read relevant manuals and tutorials before operating facilities
- Observe and abide by safe operating instructions and OH&S practices as set out by lecturing and support staff
- Utilise the facilities only for assignment or tutorial related work unless otherwise approved
- Book all usage of facilities through the AV store and strictly adhere to these booking times
- Report genuine faults to support staff
- Power off facilities after use including computers, monitors, amplifiers, mixers and associated equipment
- Keep all doors closed to enable air conditioning to function properly and cut down on noise interference with other users of the facility
- Abide by the directions given by lecturing and support staff of SVPA
- Assist in keeping the facilities secure by notifying security of their departure if they are the last one to leave the facility after hours
- Ensure the safety of yourself and others, & ensure the safety of your working environment
- Report immediately any injury to the nominated first aid officer (John Jones, David Hawke or Geoff Gordon)
- Report any potential hazards within your leaning environment

Students must not:

- Utilise facilities outside of times that they have booked through the AV Store booking system
- Work alone after hours
- Utilise facilities for any purpose other than for completing assignment work required of the BATV degree without written permission from television lecturing staff
- Breach copyright, including:
- utilising the work of others as stored on the computers or file servers
- copying of any of the software packages
- copying of whole sections of the sound effects library to a removable medium
- utilising the facilities to copy CD's, DVD's, Videos and other copyright material
- Utilise the dub racks or other system for the duplication of more than two copies of any material (multiple dubbing)
- Alter the cabling, layout, installation, software or configuration of any system where this would not normally be a user controlled function
- Install, update or modify any software packages
- Attempt to repair any equipment or have it repaired without approval from the appropriate technical staff
- Remove any covers or panels from any equipment
- Alter the settings of any air conditioning systems (students may turn on and off the studio plants as required)
- Attempt to breach the security of any of the computers or file server systems
- Move any fixed installation equipment between rooms or buildings
- Drink, eat or smoke in any of the facilities or leave behind any litter or other materials
- Leave any AV Store borrowed equipment unsecured in any of the rooms

Television Studio specific (In addition to the conditions set out in general conduct)

Students must:

- Bump out all sets, props and carpets immediately following the completion of a production, and return them to their original storage locations –
- The props bay and props shed must be kept in an orderly fashion and props may not be stored in the walkways
- Keep all lighting fixtures off the floor in both the studio and the props bay – they can be stored in an unused portion of the grid or on the hanging bars in the props bay
- Take faulty lights to the AV store manager for repair
- Thoroughly sweep the studio floor and props bay, and vacuum up the debris following every production or studio session
- Mop any spills of liquids from props utilised in productions
- Return all AV Store equipment utilised in the studio at the earliest opportunity
- Correctly roll all cables and return to respective holding areas
- Ensure all exit ways are clear at all times

Television Studio specific cont.

Students <u>must not</u>:

- Utilise the scissor lift without a licence, without completing the safety checks and log book, and in a manner that would be considered in breach of safe working practices
- Paint sets or perform any major set construction work on the studio floor
- Leave any screws or other sharp metallic objects on the floor
- Leave any lights on the studio or props bay floors
- Replace fuses in dimmer racks or any other equipment
- Clean paint brushes on the exterior of the buildings
- Book the facilities on behalf of another student or allow others to utilise their booking time
- Wear open-toed footwear nor allow any other student (from other courses) to enter the studio complex with open toed footwear

Post Production Facilities / Classroom specific (In addition to the conditions set out in general conduct)

Students <u>must</u>:

- Sign in and out of the log book at the foyer
- Promptly vacate suites at the end of their booking time

Students <u>must not</u>:

- Work alone after hours
- Remove the VTR's as used in the Mac edit suits from the post production / classroom building
- Utilise the AV facilities in the classroom (Room 214) without prior permission

Outside Production Specific (In addition to the conditions set out in general conduct)

Students <u>must</u>:

- Return all equipment by 9.30am on the due date or incur the following fines : $25 per item past 9.30am on the due date, then a further $25 per item each further 24 hours overdue. Overdue fines continue to increase until the item is returned. The maximum fine is $300 or the value of the item + $10 administration fee, whichever is less. A bill for the replacement value of the item + $10 administration fee will be charged to the student when the item is over due 7 days or more. Fines will be levied against the borrowing students' university account.
- Utilise the equipment booking forms available online and have the booking signed by the lecturer responsible for the class the equipment is being borrowed for
- Book all equipment at least 24 hours in advance of the required borrowing date
- Complete and submit risk assessment, location release, actor release and all other relevant forms before the commencement of any outside / location production
- Conduct themselves in a professional and proper manner, with particular attention being given to location shoots in public places.
- Maintain security for all borrowed equipment
- Return equipment in the same physical condition that it was borrowed in
- Report all equipment faults, breakages and losses to the AV store manager
- Charge all batteries before returning them. Failure to do so will result in the equipment being deemed a late return, and will be charged according to item 4.1.1
- Wear appropriate clothing and footwear for the climatic conditions
- Use sun screen as required

Students <u>must not</u>:

- Utilise outside equipment for any purpose other than that for which it was originally borrowed
- Swap outside equipment with other users or groups
- Remove equipment from protective casings whilst equipment is in transit or storage
- Attempt any equipment repairs or use the services of outside service agents without approval.
- Break any state or federal laws in the process of conducting location shoots (eg trespass)

I, _____ (print name) agree to abide by the above policies and practices, and understand that failure to do so will result in disciplinary action including fines, banning from facilities and possible student misconduct action being taken against me. _____

_____ _____/_____/_____ Date

Witness