



Tri-C Coronavirus/Covid-19 Statement

Students are responsible for adhering to all College health and safety guidance including as it relates to the Coronavirus/COVID-19 pandemic. Public health requirements and standards are changing rapidly in response to the pandemic. The College is adapting guidance as the situation unfolds; therefore, please check your Tri-C email address and www.tri-c.edu/coronavirus regularly for updated guidance.

Students must adhere to the following guidelines, until further notice:

- Review and electronically sign the COVID-19 Statement of Personal Responsibility
- Remain home and not attend any in-person class or gathering, and all students (including online) must notify your instructor(s), if you are: ill, tested positive for Coronavirus/COVID-19, or have been exposed to a Coronavirus/COVID-19 carrier
- Wear a mask or face covering at all times, including, but not limited to upon entry and exit of all Tri-C facilities, in class, and in all common areas
- Maintain a social distance of at least six (6) feet between yourself and others at all times
- Provide the College with relevant information about your current health status and participate in any required on-site checks (i.e. temperature checks, etc.)
- Use only designated areas of Tri-C facilities or buildings, entrances and exits and sign-in and out of Tri-C buildings and facilities as directed.

Equipment Loan Policy and Procedure

Policies and procedures are enforced to ensure the security of equipment and the equal opportunity for usage by all students. Use of equipment is reserved for **academic purposes only**. An individual's equipment privileges may be suspended at any time for reasons of misuse, damage, loss, late return, or for other reasons at the discretion of Student Equipment Services manager, administration or their designee. Student status may be reported to the instructor.

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Students may only have access to equipment to work on required assignments for courses in which they are currently enrolled. Students are forbidden from requesting equipment with which they have no experience. Training will be given in class within specific assignment needs.

The individual borrowing the equipment assumes full responsibility of the equipment and will be held accountable for the cost of lost or damaged items while in his/her possession. The student **will be charged** for any damage or loss to the extent that further usage is impaired or impossible without replacement or repair. Individuals are forbidden to give equipment to others while it is signed out to him/her.

While Equipment Cage employees are responsible for inspection of equipment during check-out and check-in, it is also the responsibility of the individual borrowing the equipment to check equipment for damage and/or missing pieces and communicating such BEFORE leaving AND to report missing and damaged equipment upon return.

“Inspection” at Check-out and Check-in should include:

- _ Equipment checklist
- _ Signed loan agreement

Everyone borrowing equipment must sign a loan agreement at the beginning of every semester. This form requires both student or parent (if minor) and Student Equipment Services manager signatures. Everyone borrowing equipment must sign and date their equipment checklists before leaving cage with equipment.

A WebCheckOut Receipt must be given to all students and faculty borrowing equipment. A copy will be kept on file in cage.



VCD - MARS – RAT - JMC

Rules for Equipment Loan & Lab Use

COVID-19 Requirement: Faculty & students must return equipment *at their scheduled time only*. Adherence to this rule is imperative.

COVID-19 Requirement: Equipment **Pick-ups for METRO** are Monday, Tuesdays & Fridays during scheduled hours. Faculty & students must pick-up equipment *at their scheduled time only*. Equipment **Pick-ups for WEST** are Mondays, Thursdays & Fridays, at this time, during

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scheduled hours. Faculty & students must pick-up equipment *at their scheduled time only*. Adherence to this rule is imperative.

COVID-19 Requirement: Equipment must be returned on-time to meet weekly quarantine requirements. There is a mandatory two-day quarantine period between returns and pick-ups. There are no exceptions.

COVID-19 Requirement: Only Two Faculty members or students in equipment cage for pick-up at a time and at the scheduled time only. If you are early you must remain outside of cage until your appointed time or instructed by cage staff to enter.

COVID-19 Requirement: Please leave equipment returns outside of cage door letting cage staff know before leaving cage area.

COVID-19 Requirement: Cages at both Metro and West will be operating with limited days and hours. There will be no extended hours of coverage. It is important to *be on time*. If you miss your scheduled time (without notifying cage of late in advance) you will be subject to late fines.

1. **To borrow equipment, a student must:**
 - a. **Have completed an Equipment Orientation.**
 - b. **Be currently enrolled in a class that uses that equipment**
 - c. **Have read and signed a current “Equipment Loan Agreement”**
 - d. **Have been instructed/certified by faculty on equipment**
2. **The instructor must:**
 - a. **Update Equipment Mgr. on all equipment certifications as students are certified in class.**
3. Faculty must reserve their equipment to insure that it will be available for instruction. Once students start checking out there is no guarantee on availability.
4. Equipment reservations are based on a first come first serve basis for both faculty and students.
5. Equipment loans are 72 (Monday to Thursday) hours or 96 (Thursday to Monday) hours only. *There are no “Extensions” or “Renewals”.*
6. Students and Faculty must reserve equipment at least 48 to 72 hours in advance of pickup or use. Advanced reservations are always welcome (more than 72 hours).
7. Students and Faculty must send reservations to:
 - a. **(For Western) vc&dwestreserve@tri-c.edu**
 - b. **(For Metro) marsmetroreserve@tri-c.edu**
8. All reservations are to be made using a “Tri-C Equipment Reservation Request” template and *inserted into the body of the reservation e-mail*. No equipment will be loaned out without all information required.

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- a. Do not attach the template, please embed it.
 - b. No forwarding or re-forwarding of previous equipment requests email. Start a new reservation so that dates are not mixed up.
9. **COVID-19 Requirement: NO WALK-UP Requests**
10. If you cannot guarantee getting your equipment back to campus on time, do not take it out.
11. NEVER LEAVE Tri-C EQUIPMENT ANYWHERE unattended. This includes your vehicle or sitting outside the cage when not open.
12. Students and faculty will be notified of reservation readiness automatically via Tri-C Email. If you do not provide us with a Tri-C email address you will not be notified.
13. **A \$10 late fine, per day, per piece of equipment, will be assessed for equipment and/or equipment kits returned more than 12 hours late. Fine will not be assessed during "closed" full days. The student will also lose equipment use privileges for 1 week. After 72 hours Public Safety will be notified about any missing equipment. Until fines are paid all students lose equipment use privileges.**
14. Equipment must be returned to the campus where it was checked out during cage hours only.
15. Using any college technology/resources to access, display, transmit, or store obscene or pornographic materials or communications is prohibited.
16. Weaponry in studio / labs of any kind is prohibited unless arranged for use in advance with instructor.
17. Students not certified on a piece of equipment will not be allowed to check it out.
18. Equipment damaged while in student or faculty hands should not be repaired. Bring back equipment and broken pieces to cage and notify of damage - Immediately. Repairing Tri-C equipment can result in invalidation of warranty and loss of loan privileges.
19. Please return cameras, computers and photo Batpacks with charged batteries. Cage **does not** provide expendable batteries (AA, AAA, 9-volts).
20. The person making a reservation or identified *accompanying student* must check out the equipment and is always the responsible part.
21. A student can reserve their equipment from either West or Metro, but must not duplicate reservations between campuses. Make one reservation at one campus only.
22. Equipment cannot be taken out of state. Violation of this mandate will result in loss of student & faculty loan privileges.

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23. Pick up equipment at the time you have been scheduled for. Remember your reservation will cancel 60 minutes after scheduled pick up time if not picked up. You will be required to put in a new reservation.
24. After 2 cancellations without notification to cage student and faculty will incur a \$5 cancellation fee for any further cancellations. If you continue to cancel, your ability to reserve equipment will be suspended for the rest of the semester.
25. Equipment cages, Print Lab, studios, edit suites hours and availability are subject to change, without notice, based on departmental needs. Students must make a reservation for use of equipment and facilities.
26. Please contact the cages for any questions you might have during posted cage hours:
Metro Campus: 216-987-3379
West Campus: 216-987-5276
Cage staff will reply to you within 24 hours. Remember we do not work 24 hours a day. Cage staff does no work on the weekends or check their email.



Tri-C Equipment Reservation Request

Name:

S number:

Accompanying Students:

Date of pick-up:

Time of pick-up:

Class: (ex. MARS 1180)

Instructor:

Project/Assignment:

Shooting location(s) – Shoot Times @ Location:

- 1.
- 2.

Place where equipment will be stored:

(We need an address, home or in my room is not sufficient)

Equipment Requested:

- | <u># of</u> | <u>Equipment Name</u> |
|-------------|-----------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |

Students must provide their own AA/AAA batteries, SD cards or external hard drives.

All information above is required to insure a reservation is made!



Tri-C Studio Use Management

Black Box (CCA 107), TV Production Studio (G107), Photo Studio (C121C) Rules of Use for Student Projects

Staffing:

The Equipment Staff are trained with emphases on cameras, lights, sound, and studio management. They are also Safety Officers in these spaces and have final say in all use of space. They can provide basic support with existing video and photo equipment, and supporting accessories/gear. Use of grid lights or control room is exclusively to be done by staff and must be arranged ahead of time.

Standards for booking and staffing are as follows unless otherwise established in writing:

- Outside group must book TV studio space thru campus schedulers.
- All staff works for 4 hour minimum shifts. All set ups begin at beginning of reservation, be wrapped up and loaded out by end of reservation time.
- Hours for studio will be posted at the beginning of each semester.
- Student is expected to provide a SINGLE POINT OF CONTACT to interact with cage/studio staff.
- Only paid staff is allowed in the control room.
- The need for any studio rearrangement must be asked for with reservation request.

Studio Rules:

We work to have the safest and best kept studio spaces. In order to maintain these standards we ask students to abide by the following list:

- Tri-C is not responsible for any personal items left at college.
- No food or drinks in studios at any time.
- Nothing may be attached to the curtains.
- **COVID-19 Requirement:** Any items left behind will be quarantined for three days then turned over to Public Safety if left in space.
- Studio reservations will cancel 1 hour from start of reservation if student has not arrived.
- **COVID-19 Requirement:** Students must be completely out of the space by the time listed on reservation.
- **COVID-19 requirement:** Faculty & students must clean studio space/surfaces after use with provided cleaning supplies.
- Use of fog machines in CCA 107 must have pre-approval by Theater Technical Director. Use of fog machines in G107 must have pre-approval by Equipment Mgr. Students, using cage foggers, are to provide their own fog juice for machines.
- If a set has been provided or being used longer than one day, in CCA 107, student must ask for and get permission via email to leave up 14 days before day of use and approved by Theater Technical Director in CCA 107 and by Equipment Mgr for G107.

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COVID-19 Requirement: The use of TV studio will be limited. Use of G107 (TV Studio) must be requested via email 14 days before day of use and approved by Equipment Mgr.

- No animals can be in studio spaces at any time.
- No fire in studio spaces at any time.

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Safety Rules:

We are subject to the Fire and Security codes established by the city, county, state and federal governments and we have established certain guidelines for clients to ensure that we are always well within established guidelines:

- We are not responsible for anything brought into the studios.
- No person may be in any studio at any time without the accompaniment of Equipment Staff.
- No weapons or weapon facsimile are allowed in studios including the following without permission from Public Safety, the Equipment Mgr. and a weapons expert in accompaniment:
 - o Real, modified or toy guns
 - o Metal blades, knives or swords
 - o Starter pistols
- No lingering or material storage is allowed beyond reservation period.
- Children under the age of 16 must be attended by an adult at all times.
- Space is subject to closure for any reason. If you are asked to leave by staff or Public Safety, you must leave immediately.



VCD - MARS Lab Use Rules

1. **COVID-19 Requirement:** There are no Open Labs this semester.
2. Do not touch the monitors in labs, our monitors are not touchscreens.
3. Log off your computer when you are done using it.
4. **COVID-19 Requirement:** No food or snacks in any lab. You will be asked to step out of lab to comply. Repeated attempts for compliance will result in student or faculty behavior report being made.
5. You can bring bottled water into labs (screw top cap) and place on floor.
6. Do not unplug any cables from computers, monitors, plasmas in labs.
7. **COVID-19 Requirement:** Tri-C is not responsible for personal items left in labs. Found hard drives will be put into quarantine for three days, then left in cage for one week. After this time, we will turn them over to Public Safety.
8. **COVID-19 Requirement:** Students and faculty are asked to clean their desk areas after every class. Please use tech-wipes only on monitor and keyboards. Do not use the Clorox wipes or spray on these surfaces. It is imperative that you notify Gina if something does not get cleaned in VCD/FILM labs, edit suites and studios.

VCD/MARS PRINTING PRICES

PRINTER	PRINT SIZE	COST
EPSON Paper Supplied by Student		
Epson 4900	8 1/2 x 11	\$1.50
	13 x 19	\$3.00
	17 x 22	\$5.00

Roll Paper Supplied by Department

Epson 9880 Square Foot \$3.00**
 *\$4 per foot of paper | **\$9 per foot of paper

Limited supply on Epson paper.		
Epson Luster	17 x 22	\$ 5.50
Epson Luster	13 x 19	\$ 4.50
Epson Glossy	13 x 19	\$ 4.50
Epson Matte	13 x 19	\$ 4.00
Epson Luster	8.5 x 11	\$ 2.50
Epson Glossy	8.5 x 11	\$ 2.50
Epson Matte	8.5 x 11	\$ 2.00
Please use Epson paper only on Epson Printers.		
Print Cards must be purchased at Business Office on West/Metro & East.		
Academic printers are not to be used for personal or commercial work.		
Use of Epson paper only will be enforced by Print lab staff.		

FAQ

Q: Why do you charge late fines?

A: Student Equipment services charges late fines in order to encourage students and faculty to return equipment on time. It is important to return equipment on time so that others who are relying on reservations are able to use it. Think of a late fine as a “consideration charge”.

Q: I returned something so late that my late fines exceeds the value of the equipment I borrowed. How is this fair?

A: Late fines are not a way for students to pay for equipment. If you wish to purchase equipment that is certainly a good way to avoid late fines. Late fines are like parking tickets; if a person is 20 minutes late to feed the parking meter the ticket they will find on their windshield will not reflect the value of the 20 minutes of lost parking. The amount will be much higher. Likewise, we value the lost opportunity cost aid by other students who did not have access to the equipment.

Q: I returned something late but I have a really good excuse, is there an appeal process?

A: The best excuse are the ones you phone in before the return time. If you know that you will not be able to return a piece of equipment on time due to illness or an emergency, the recommended course of action is to call us and let us know. In most cases we will likely be able to accommodate. However, if you are telling us why you could not return the equipment on time *after* it is due, then you should also be able to explain why you could not call ahead. If you want to appeal a late fine you can contact Gina Brinker, Manager, Student Equipment Services via e-mail.

Q: What other consequences are there?

A: If a borrower has equipment out that is not returned within 72 hours they will have a hold placed on their account. The hold does not allow a borrower to reserve or check out anymore equipment until equipment is returned in good order. At 72 hours we assume that the equipment is stolen and we file a police report (really). If equipment goes a week beyond the return period, an academic hold will be placed on the student’s account at Bursars office.

Q: What is an academic hold?

A: Fines that remain unpaid by the end of the semester result in a placement of academic hold. Academic holds prevent students from registering for courses, collecting their transcript or graduating. Not returning equipment for 7 days or longer is another way to get an academic hold. Academic holds are lifted when the fine is paid, allow one business day for the academic hold to be lifted.

Q: How do I pay my fine?

A: You will be invoiced. Please visit the Enrollment office at West or Metro Campus student services with invoice. Pay your fine and present your receipt to cage staff at one of the following locations during posted cage hours:

CCA 017 – Metro Campus Equipment Cage | WBT C122A – West Campus Equipment Cage