

Equipment Center Handbook

Huntington University Center for Digital Media Arts
Peoria, Arizona

Hours of Operation

The Equipment Center (Cage) is only open during certain hours each semester. To verify the current hours of operation, visit our group page on the portal (below), or reference Gear Guru.

https://my.huntington.edu/ICS/Campus_Life/Campus_Groups/AZ_Center_for_DMA/Main_Page.jnz

To check out or return equipment at any other time, make an appointment with the Cage staff.

Access **Gear Guru** at equipment.huntington.edu to make reservations, find contact info for other students, verify cage hours, and more!

Making Reservations

To make a reservation with Gear Guru, login with your Huntington username and password and click the “New Reservation” link in the top-left. Use the tabs to select between reserving individual pieces of equipment, groups of items (“Kits”), or rooms. The availability of items shown is based on the start and end times of your reservation. You can view who else has conflicting items reserved by clicking on the icon to the right of each item.

When making a reservation, you must specify the class and project that the equipment and/or room is to be used for. Some projects may require special approval by an administrator.

Reservations can be made for up to 2 weeks in advance, with the exception of equipment for Junior & Senior films. If you make a reservation further than 2 weeks in advance for any other project, it may be subject to modification or cancellation.

While equipment is checked out to you, it may be stored within the building, provided that it is **locked** inside of a production office, green room, edit suite, student locker, equipment locker, or storage closet. You may **not** store equipment overnight in any of the studios (including the control room and recording studio) or screening room overnight without prior permission.

Equipment left unattended throughout the Center will be subject to a fine.

Transfer of Liability

You are free to share your checked out equipment and/or room keys with other students, but it is understood that your name is on the reservation and therefore you are liable for those items under your reservation. It doesn't matter who brings your equipment or room key back to the

Cage, but any fines assessed (damage/loss/late return) will be charged to the student whose name was originally on the reservation.

Once a reservation has been made, the name cannot be changed. There is no transferring of reservations to a different student during a concurrent period of time.

Example: Should Student B require equipment on Student A's reservation; Student B needs to create a reservation that is separate and does not overlap Student A's reservation time period.

Exception: Should Student A return their equipment prior to the end date/time of their reservation, then Student B can change the start date/time of their reservation to take advantage of the early return.

Reservation Approval

All reservations must be **approved** before they can be checked out. Gear Guru will automatically approve reservations that follow the policies outlined in this handbook, but you may request an exception by clicking on the "Request Approval" button at the top of your reservation. You must provide a justification for the exception before requesting approval, then the request is sent to the Learning Technology Manager. The approval process for exceptions may take **up to 24 hours**, so it's important to make your reservations online ahead of time.

Curious why a reservation is not approved? Check out the error message at the bottom of the reservation, or click the help icon in the bottom-right for more detail.

Reservations that remain in the "Awaiting Approval" status for more than 2 days without sending an approval request are subject to **modification** or **cancellation** by an administrator. To avoid this, make sure that your reservation complies with the policies or explain why you need the exception while making the reservation through the approval request feature.

Check-in Procedure

Reservations checked out on **Mondays, Tuesdays, or Wednesdays** are due back within **2 days** of checkout no later than 12 pm. Any exceptions will need to go through the Reservation Approval process outlined above. Reservations checked out on **Thursdays or Fridays** are due back by 12 pm on **Monday**.

The default due time for all reservation check-ins is **12 pm** in order to allow for a turnaround on equipment that other students may be checking out on that same day.

Be sure to verify your exact due time on your individual reservation before checking it out!

At the time of check-in, all items **must** be organized and arranged in the same fashion as when it was checked out. Verify that all items are in working condition and that you have all the kit's components **before** returning the equipment.

A reservation is not considered complete unless **all items** in your order are returned on time. Missing gear or components will incur a late fine. Equipment can always be returned earlier than the due date/time as long as the Cage is open.

After your reservation is checked out, you may extend your due date online by up to **3 days** as long as there are no conflicts with other reservations. Extensions can be granted through the Reservation Approval process if requested **prior to** your reservation due date.

When storing equipment within the building, it must be brought to the Cage for check in. Cage technicians are not responsible for retrieving your equipment from a storage locker or other location. If you have extreme circumstances that prevent you or someone else from returning your equipment on time, you must contact the Cage **prior** to your due date/time.

Gear Guru *automatically* sends late fines to the business office for late orders, **based on the time listed on the reservation**. This is why it's important to return your items on time or extend your reservation in order to avoid late fines.

By default, Gear Guru will send you multiple reminders the before your reservation is due via both email and SMS text to your phone. These notifications can be customized by logging in online and selecting "Manage Account" in the top-right.

Damaged Equipment

The Cage management and staff strive to provide you with clean, fully-operating equipment every time you check-out. At the time of pick-up, your equipment will be staged, ready for your inspection. This is an opportunity for you to review the functionality of your gear and that you have everything necessary for your project. Should you find a missing item, non-functioning equipment, or damage, please bring it to our attention so that we can address the issue.

Conversely, equipment that is damaged or lost during your reservation period needs to be brought to our attention at the earliest possible opportunity. Fines, repairs, and/or replacement costs will be managed on a case-by-case basis after evaluation by HUAZ Staff. Such situations are not predetermined to solely implicate the student whose name was on the reservation. However, as mentioned previously, the student that makes the reservations assumes the primary liability.

Rooms Reservations

The following rooms are the **only** rooms that can be reserved by students in Gear Guru.

- Screening Room (Rm 200)
- Private Editing Suites (Rm 201-204)
- Studio A (Rm 100A & 110)
- Studio B (Rm 100B)
- Recording Studio / Foley Pit (Rm 130 & 131)

With the exception of the editing suites, these rooms can be reserved for the **same length as equipment reservations** with the same policies regarding extending your reservation;

provided that your extension does not impact other students, classes, or events. Editing suites may only be reserved for a maximum of **24 hours**. You may only reserve one Editing Suite at a time.

When you check in a key, the room will be inspected for cleanliness. If the room is left unclean, unlocked, or with lights on, you may be charged a fine. See the checklist posted in each room for specific instructions before returning your key.

The rooms listed above should not be checked out for the sole purpose of storing equipment. If you need a place to lock up your equipment within the building you may reserve a storage room or equipment locker with your equipment order.

You may return a room key to the dropbox outside of the Cage if the Cage is closed. It will be checked each morning and checked in on your behalf. If you plan on using the dropbox, be sure to make your reservation due no earlier than **12 pm** the next morning so that you are not automatically fined by the system for a late return.

Commercial Use of Equipment / Studios

While all items in the Equipment Center and rooms in our facility have priority for instruction and class projects, as students of Huntington University, you have the opportunity to utilize our resources for paid projects. The resources you have been accessing for free will now serve as your rental house for your projects. There will be highly discounted fees associated with your equipment and room reservations that you pass along to your clients. Our hope is that you will leverage this unique arrangement to develop your business acumen and build the foundation for your success in the business of motion picture production.

Using the tools already available to you in Gear Guru, you can complete your reservation as usual and answer the additional requested information. The rental rates for equipment and facilities on paid projects will be itemized on your reservation. Once you submit the reservation, an invoice will be emailed to you reflecting an automatic 75% discount. This invoice must be paid before your reservation will be approved and checked out. (See *Payment Methods* below for more information)

Failure to notify the Equipment Center of paid production use is considered stealing and will result in a fine and academic discipline.

This commercial use policy excludes internships as long as you are receiving school credit. This is regardless of whether or not you are being paid during the internship. Similarly, students may reserve equipment and facilities for non-paid personal projects as long as their reservation does not conflict with instruction or class projects and they maintain a minimum **3.0 GPA**.

Fines

Fines are charged to the account of the student whose name is on the reservation under the following conditions:

- \$20 - **Late Return** of room key or equipment
- \$20 - **Unorganized Equipment** upon return
- \$20 - **Failed Room Inspection** (unclean room, unlocked, or lights/equipment left on)
- \$20 - **Equipment Found Unattended** in the Center
- \$200 - **Unapproved Commercial Use** of equipment and/or facilities

Fines put a hold on your student account. While your account is on hold, you cannot submit additional reservations, request transcripts, register for classes, or graduate. Multiple offenses may result in higher fines, or having your Equipment Center privileges revoked. All disposition of fines are at the discretion of the Learning Technology Manager.

Payment Methods

Payments to the Equipment Center for fines or rental fees can be paid online, or via cash/check to the Learning Technology Manager or Jeff Berggren. Make checks out to **Huntington University**. If you'd like to pay via credit card directly, please call the business office at (260) 359-4283.

Conclusion

This handbook provides you an understanding of the responsibilities expected of you when it comes to the stewardship of the resources available through the Equipment Center. As part of everyone's responsibility; maintaining our scholastic assets underscores the strength of our programs, prolongs the longevity of equipment and facilities as well as draws new students to our expanding programs. Additionally, this handbook is not meant to encompass all possible circumstances, so if you ever have questions regarding any step in the process, please feel free to approach the Cage staff.