DePaul Cinespace Studios
2514 W. 16th Street – Stage 15
773-521-4595

Equipment Policies

Hours of Operation

• Regular Business Hours: Monday through Friday, 8:30am to 5:30pm
• Reservation Availability: Friday through Sunday, 8:00am to 8:00pm
• Intersession, Spring Break and Summer hours vary

Equipment Reservations

• DePaul SCA students looking to take a class, reserve gear, use any part of the DePaul Cinespace facility or be part of a crew using the facility must attend/complete a “Cinespace & Set Safety” workshop prior to making any reservations or being a member of any crew using DePaul Cinespace. (Students who have completed the FilmSkills safety training are exempt)
• All equipment reservations must be made through our email address: cinespace@cdm.depaul.edu
• Include the desired date of pick up/return, your student ID number and a phone number.
• Reservations can be made up to 30 days in advance (60 for MFA thesis students) and must be for the present term.
• Reservations must be made at least 24 hours prior to pick up date, and may only be made for the current term.
• DePaul SCA equipment shall not be used for paid work, whether on a student shoot or as a freelancer for hire. This includes faculty and staff.
• DePaul SCA equipment shall not be used for projects not related to DePaul University nor be used in the service of any outside company, organization, or individual. This includes faculty and staff.
• Each student’s enrollment will be verified when making a reservation or checking out equipment. Access to equipment is determined by the courses in which the student is enrolled.
• Students wishing to use equipment for an unpaid project outside of class must fill out an Independent Project Equipment Request form, which is available at all locations. The form requires the student to identify the principle crew members, and to obtain the signature of a DePaul SCA faculty or staff member familiar with the project. Filling out the form does not guarantee approval of the request, however, pending timing and quantity of equipment requested
Check Out/Check In

- **Check in time is no later than 10:00 am.**
- Equipment returned later than 10:00 am is considered late and subject to a fine.
- **Check out time is between 1:00 pm to 4:00 pm.**
- Larger reservations should check out as close to 1:00 pm as possible to avoid overtime of the Cinespace Staff.
- Adjustments to these times will be only be considered if arrangements are made ahead of time with the Cinespace Equipment Manager.
- Students checking out equipment are expected to verify that items on their list are present and in working order.
- The reservation holder must be present at check out and check in. Correspondingly, his or her signature is required on the Cinespace reservation form in order to release/return the equipment.

Reservation Cancellations

- Please notify Cinespace by email at least 24 hours in advance of pick up date if you must cancel a reservation.

Advanced Equipment Privileges

- Certain advanced equipment, indicated by shaded text on the Cinespace Equipment List, requires training before a student may reserve it.
- The ability of students to reserve advanced equipment is left to the determination of the Cinespace Equipment Manager.

Penalties for Late Returns

- In the event of an unexcused late return, the student will be fined as follows:
  - **First Violation:** $25
  - **Additional Violation:** $50
- An additional $25 fine will be levied for each seven day period the equipment remains overdue, and/or if the equipment is scheduled to go out to another student before it is returned.
- If a student has outstanding fines unpaid at the end of any given quarter, DePaul staff may place a financial hold on the student’s University account, preventing registration for future classes until the fines are paid in full.
- Only the Cinespace Equipment Manager can waive a fine for late return.
Check Out Privilege Probation

- Students who repeatedly abuse equipment, or are repeatedly in violation of these policies, may be placed on probation.
- For the duration of the following quarter in which the student is enrolled, the student's check out privileges will be placed on probation. Any single violation of these policies will result in the suspension of the student's check out privileges for the remainder of the quarter.
- Students in violation of their probation will be placed on probation again for the subsequent quarter.
- If a student violates his or her second probation, his or her check out privileges will be suspended indefinitely.

Financial Penalties for Loss or Damage

- Should a student lose or damage any equipment in his or her care, he or she will be held responsible for its replacement or repair costs.
- In the event of theft of equipment, the student must file a report with the appropriate Police Department and DePaul Public Safety (if the event occurred on campus) within 14 days of the theft.
- Damaged equipment will be assessed by the Cinespace Equipment Manager, who will then determine the appropriate cost of repair or replacement.
- Failure of any student to voluntarily pay in full or make predetermined payments on replacement or repair costs will result in being put on probation. Extended failure to pay may result in the involvement of collection agencies, private investigators or other means deemed necessary to collect the debt.

Repeated violation of the above rules and regulations can result in penalization up to and including temporary or permanent suspension of check out privileges as determined by the Cinespace Staff and SCA Faculty.

The student’s signature on the reservation form verifies that he or she understands and accepts as binding the above rules and regulations.