College of Computing and Digital Media  
Equipment Access and Use Policy

DePaul College of Computing and Digital Media (CDM) production equipment is intended for use in CDM related assignments. Students may not use DePaul CDM equipment for hired work, or in the service of any other company, organization, or person, whether for pay or otherwise. Students may not request financial compensation for work using DePaul CDM production equipment.

Access to General Equipment Inventory (“non-advanced” cameras, general audio, all general grip and electric)

- Equipment is available to DePaul CDM students for CDM-related assignments, classwork, or approved independent projects only.
- Designated equipment is available to College of Communication students, staff, and faculty.
- Most cameras and some specialized items are assigned to particular classes, and only students enrolled in those classes will be able to reserve those items in advance.
- All items unreserved as of Thursday, 5pm will be made available for check out on a first-come basis.
- An open stock of Canon DSLRs and JVC GY-HM700 camcorders are available for reservation for all students at all times.
- Students wishing to reserve equipment other than the open stock or the equipment designated for the classes in which they are enrolled must fill out an Equipment Request Form. The form must be signed by a DePaul SCA faculty member who is familiar with the equipment requirements of the project. It must be submitted to the appropriate equipment center manager(s) at least 48 hours before making the reservation. Submission of the request does not guarantee approval.

Access to Advanced Equipment Inventory (Items include: Canon C300, Sony FS7, Red One, Red Epic, Arri Alexa, Grip Truck, Chapman Dolly, Advanced Sound Package, Honda Generator)

- Equipment is available to DePaul CDM students for CDM-related assignments, classwork, or approved independent projects only.
- Students shooting projects assigned by an instructor as part of a regular course, or green lit MFA Thesis projects (including equipment approval by all three thesis committee members), do not require prior permission to reserve the equipment.
- Prior permission to reserve equipment is required for students who wish to do any of the following:
  - Reserve equipment not in the open stock or designated for courses in which they are enrolled.
- Shoot a project for an Independent Study (DC/ANI 399 or 599)
- Shoot a project not assigned by or attached to any course.

- In order to receive permission, students must fill out an Equipment Request Form. This form must be signed by a faculty member who is serving as the project advisor. The faculty member must be familiar with the equipment requirements of the project. The form must then be submitted to each Equipment Center from which the student wishes to take equipment.
- Please note that submitting the form does not guarantee approval of the request. The equipment center managers will take into account many other factors, including demand on the particular items requested, timing of the request, and duration of the shoot.
- For projects not assigned by or attached to a course, current DePaul University students must occupy 4 of the 5 following key crew roles on set:
  - Director
  - Producer
  - Director of Photography/Cinematographer
  - Sound Mixer
  - Gaffer/Key Grip
- Students requesting equipment that requires certification or training, such as the advanced cameras or the grip truck, must also meet those requirements.
- To reserve an advanced camera package (Arri Alexa, Red Epic, Red One, Canon C300, Sony FS7), the Director of Photography and 1st Assistant Camera must successfully complete a training session for the requested camera with Camera Vault staff.
- To reserve the grip truck, the student must possess a non-CDL Class C Drivers License (in Illinois or equivalent from another state) and successfully complete training with DePaul Cinespace Studios staff.
- To reserve a Chapman Hybrid or PeeWee dolly, the student must successfully complete a training session with DePaul Cinespace Studios staff.
- To reserve the Honda generators, the student must successfully complete a training session with the DePaul Cinespace Studios staff.
- To reserve the advanced sound cart, the student must successfully complete a training session with DePaul Cinespace Studios staff.
- To reserve the DIT cart, the student must successfully complete a training session with DePaul Cinespace Studios staff.

**Equipment Reservation**

1. Equipment reservations for equipment housed at the CDM Equipment Center and at the Camera Vault may be done by phone or in person. Equipment reservations for equipment and space at DePaul Cinespace Studios should be done via email. Please see the Production Handbook for more information.
2. Undergraduate students, faculty not filming Project Bluelight projects, and graduate students not filming MFA Thesis projects may reserve equipment up to 30 days prior to the first shooting date.
3. Graduate students filming MFA thesis projects and faculty filming Project Bluelight projects may reserve equipment up to 60 days prior to the first shooting date.
4. Students may only have 2 open transactions (reservations or active check outs) simultaneously.
5. Students are suspended from reservation and check out of all equipment and space until any outstanding fines are paid.

Period of Loan

- The standard period of loan from the CDM Equipment Center and the Camera Vault is 3 days/2 nights. Equipment checked out on a Monday is due Wednesday. Equipment checked out on Tuesday is due Thursday. Equipment checked out on Wednesday is due Friday.
- The equipment centers are closed on Saturdays and Sundays. Therefore, equipment checked out on Thursday or Friday will be due the following week.
  o CDM Equipment Center check outs on Thursday are due Monday.
  o CDM Equipment Center check outs on Friday are due Tuesday.
  o DePaul Cinespace Studios/Camera Vault check outs on Thursday or Friday are due Monday.
- Hours may vary for DePaul Cinespace Studios.
- In all cases, the due date and time listed on the check out record is considered official.
- Longer periods of loan may be accommodated by special request. Decisions will be made based on classroom needs, equipment needs, scheduling needs, equipment requested, and length of request.
- During Autumn, Winter, and Spring Quarters, no period of loan can be longer than 11 calendar days (one week, bookended by two weekends).
- During December Intersession and Summer Session, no period of loan can be longer than 18 calendar days (two weeks, bookended by two weekends).

Reservation Cancellations

- Students must call the appropriate check out center in advance to cancel reservations.
- If an individual does not cancel a reservation for equipment by noon the day before the scheduled pickup date, they will be fined $25.00.
- If an individual does not cancel a reservation for space 72 hours before scheduled pickup, they will be fined $50.00.

Pick Up and Responsibility for Equipment
- Reserved equipment must be picked up on the first day of the reservation period. Any equipment not picked up on the first day will be made available to other students.
- The individual listed on the reservation must be present to pick up and return equipment. Equipment will not be released to or accepted from others.
- The individual listed on the reservation will be the only person held responsible for any late fines or repair and replacement fees, with one exception:
  - For MFA Thesis projects, the MFA candidate will be the only person held responsible for any late fines or repair and replacement fees.
- The individual checking out equipment must inspect all packages to confirm that all items and parts are present and in working condition. Please allow ample time. Any issues must be reported to checkout center staff immediately.
- The individual will be responsible for any damage discovered after equipment is removed from the checkout center premises.

**Equipment Return and Penalties for Late Return**
- Equipment must be returned in its entirety at the return time listed on the checkout record.
- Equipment must be returned clean, well packed, and fully functional. Checkout center staff will inspect and test equipment. Inspection may take several hours on busy days. Any missing or damaged items will be reported via email to the individual listed on the check out record.
- Any items or component parts missing upon return will be billed to the student. Please see heading below, Missing and Damaged Equipment, for details.
- The repair costs for any item found damaged will be billed to the student. Please see heading below, Missing and Damaged Equipment, for details.
- At the discretion of the checkout center managers, individuals may be assessed a $25 cleaning fee for equipment returned dirty or so poorly packed as to be dangerous to the equipment.
- Extension requests will not be accepted.
- Fines for overdue equipment are billed at $50 per day.
  - A $25 discount will be applied if the equipment is returned within 1 hour of the deadline.
  - Fines are incurred immediately at the time due. Individuals not in line to return equipment at the designated time will be considered late, without exception. A minute past the due time is late.
- At 14 days overdue, outstanding equipment will be treated as a theft and both DePaul Public Safety and the Chicago Police Department will be notified.
- The maximum penalty for late return is $700 (14-day late fine), or the current cost of the item plus a 25% restocking fee, whichever is less.
- If an individual is more than 1 day late more than twice in a quarter, access to equipment is suspended for the duration of the quarter.
- Access to equipment will be suspended until all outstanding fines are paid.
Missing and Damaged Equipment

- If an item or part of an item is not in the package at the time of return, the individual listed on the checkout record will be held responsible for its replacement.
  - The individual will be given 7 days to find and return the missing item(s). Late penalties will apply to individuals who return missing items within the 7-day period.
  - After 7 days, the individual will be billed by the Equipment Center Manager for the replacement cost of the item(s). The individual will have 14 days from the date of billing to make payment.
  - Failure to make payment within 14 days of billing will result in the suspension of the individual’s equipment access until the debt is paid in full.

- If an item is damaged while in the individual’s possession for any reason, the individual will be held responsible for the repair costs. The repair provider will be selected solely at the discretion of the checkout center manager.
  - The individual will be notified of the repair costs as soon as an estimate is acquired from the repair provider. The individual must make payment within 14 days of notification. Failure to do so will result in the suspension of the individual’s equipment access until the debt is paid in full.

- If the total amount of the replacement or repair costs is greater than $100, the individual may request an installment-based repayment plan. Terms of the repayment plans will be determined by the checkout center manager on a case-by-case basis, based upon the amount, the individual’s expected graduate date, and previous record of mistreatment of equipment.

Repeated violation of the above rules and regulations or repeated mistreatment of equipment may result in penalization up to and including temporary or permanent suspensions of check out privileges as determined by CDM Staff and Faculty.