DEPAUL CINESPACE
GRIP TRUCK RESERVATION – REQUEST FORM
DePaul Cinespace Studios
2525 West 15th Street
Chicago, IL 60608
773-521-4595
cinespace@cdm.depaul.edu

Form must be completely filled out for review.

Student Name: ___________________________ Student ID: ___________________________

Student Email: ___________________________ Phone: ___________________________

Project Name: ___________________________ Today’s Date: ___________________________

Class (if applicable): ___________________________ Non-class project? ☐ Y ☐ N

In order to receive approval, non-class projects must first submit this completed form to the Production Office along with a completed SCA Project Information Form.

Requested Load & Prep Date / Time: ___________________________

Requested Shoot Dates: ___________________________

Requested Unload & Wrap Date (Must wrap in AM) ___________________________

_________________________________________________________________________

Describe your shooting locations: ☐ Chicago Local ☐ In-State ☐ Out of State

If not Chicago local, please list shooting locations: ___________________________

Gaffer: ___________________________ Student ID: _________ Phone: ___________________________

Key Grip: ___________________________ Student ID: _________ Phone: ___________________________

_________________________________________________________________________

Please describe your anticipated parking situation (during the shoot, and overnight):
The truck has a standard equipment package that will handle most shoots. Rental requires a minimum of **2-4 hours to load & check out** and **3-4 hours to unload & check in** - so plan your prep and wrap days accordingly.

Maintain a calm demeanor at all times when operating the vehicle. The pace of film production can sometimes make it seem that you need to “hurry up” to perform your duties. But, just like you should never run on set, you should also never speed to a location, load too quickly to properly tie down equipment or engage in any other unsafe practice that could endanger others or damage equipment in your care.

The vehicle is equipped with extra batteries to run all of the non-engine systems like rear flood lights, interior lights and lift gate. Using these systems will not drain the truck’s engine battery. There is a battery charging system built into the truck but it requires house or “shore” power to engage it.

Operation of the truck requires one non-CDL C Class driver and one passenger. The passenger does not need the non-CDL C Class license. The passenger is, however, expected to navigate and, when needed, safely exit the vehicle to assist the driver with any obstructions when parking or backing up.

The driver should **always** perform a pre-trip walk around the vehicle to visually inspect tires, ensure jockey compartment doors are locked and that the liftgate is in upright/locked position before driving any distance.

To engage the battery charging system, there is a standard household power inlet on the rear passenger side of the vehicle. When you arrive at a location and will be using the lift gate, run a line from a house power source to this inlet in order to keep the lift gate batteries charged. In the event that no house power is available, the rear passenger jockey box has a Honda 2000w generator for this purpose. It is to remain locked to the truck at all times but must be taken out of the jockey box and placed on the pavement for operation. You will then run a stinger from the generator to the inlet of the truck. You should do this any time you are parked at a location. There is a small gas tank that you must fill with regular unleaded gasoline in order to refill the generator.

Never leave the truck connected to house power overnight.

The truck only accepts **diesel fuel**. Every attempt will be made to send the truck out with a full tank of fuel. Be sure to make note of the diesel level upon check out because you are expected to return it with the same level of fuel. You will be charged
a minimum of $5/gal if you return it with less fuel than noted at check out.

In the front driver side jockey box, there is the DEF (diesel exhaust fluid) tank. You should check the level of this tank each time you fill the truck with fuel. On the tank there is a plastic tube with a fill line on it. Make sure that the fluid level is always at this line. Spare DEF fluid and a funnel is kept in the rear driver side jockey box.

The truck has a minimum **clearance height of 11’ 6”** - under no circumstances are you to attempt to drive under any bridge or overhead obstruction with an unlisted height or a listed height of anything under 11’ 6.”

The vehicle is equipped with jockey boxes mounted on the underside of the truck box. These boxes give the truck a low under clearance meaning the truck is never to leave a paved surface and great care should be taken when travelling over speed bumps, etc. Also, make sure to give slightly wider than normal clearance on right turns so as not to hit the jockey box on a curb or other obstruction.

If you will be driving long distances or leaving the Chicago area, a spare tire will be included with the truck. You will not be required to change a flat tire but you must call a truck service in the local area to perform the service using our spare tire.

You will be responsible for major scratches, dents or other damages requiring repair. Please make sure to note any existing problems on the check out form before leaving with the vehicle.

The truck is intended to transport and protect grip and lighting equipment first and foremost. Then, space permitting, camera and sound can be safely loaded and secured. The truck will not be used for the transport of any of the following items: wardrobe or wardrobe racks, craft service items such as coolers and tables & chairs or food of any kind, any other production supplies, set dressing or set pieces, etc.
I understand that as the renter, I must be present for the complete check-out and check-in process, and am aware that this process can take upwards of 3 hours. I also understand that I am responsible for providing my own crew for loading and unloading the truck, and that DePaul Cinespace has no obligation to assist in the load / unload process.

☐ Y ☐ N

I have read and understand all rules and regulations regarding the usage of the truck, especially with regards to the requirement of a second individual as a passenger.

☐ Y ☐ N

I understand that the use of DePaul’s grip truck is a privilege and not a right. I acknowledge and take responsibility that any broken rules or regulations can result in a permanent ban of the truck use.

☐ Y ☐ N