

DePaul Cinespace Studios
2514 W. 16th Street – Stages 15, 16, & 17
773-521-4595

Stage Usage Guidelines

General Information

- General operating hours - Monday thru Friday, 8:30am to 5:30pm (during classes)
Reservation availability - Friday thru Sunday, 8:00am to 8:00pm (during classes)
- Summer and Winter Intersession – Monday thru Friday, 9:00am to 4:00pm
- All students are responsible for reading the SCA Production Handbook, expected to know the information within, and must sign and return page 34 before requesting a stage or equipment rental.
- The stages can be reserved for shoots outside of scheduled classes and workshops. All inquiries are made through cinespace@cdm.depaul.edu
- All 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 (those who have completed FilmSkills Safety training are exempt).

The facilities include the following:

- Over 15,000 square feet of shooting space on three stages with 2400 Amps of electrical service per stage and multiple standing sets (which can be modified)
- Three classrooms, two editing suites and Green Room areas
- Complete lighting/grip and production supplies that can be used at Cinespace or on location (A full list of equipment can be found on the CDM website under Production Resources)
- Fully equipped Scene Shop and Prop Room
- Cargo van for equipment transport (must be on the DePaul Driving Roster)
- Production sound packages
- Hair & Makeup stations
- Holding areas for talent
- Small kitchenette (Green Room)
- iMac stations with printing capabilities
- Large copy machines (B&W only)
- A fully equipped 3 ton grip truck (must meet certain criteria for use)
- Indoor loading dock with ample staging and work areas for equipment check-out, rigging and building.

PREP

- Reservation requests can only be made within 30 days prior to the dates requested (or 60 days for MFA thesis projects).
- All productions must submit fill out a “Depaul Cinespace -Stage Request Form” and include a list of key people involved (crew must be comprised of a majority of DePaul SCA students).
- Independent Projects must submit an Independent Study form.
- Be prepared to schedule a meeting if needed with John Corba and/or Joe Lyons to go over your intent, and come up with a schedule that includes the days needed and crew involved for the entire project (including prep, shoot and wrap) that is then submitted to Cinespace.
- You will be expected to fill out an individual reservation sheet(s) for equipment (grip, electric, sound, production, art, etc.)
- All members of your cast and crew are to stay on the DePaul Cinespace stages and related areas only. No one is permitted to visit other stages or buildings at Cinespace - period.
- Only DePaul Driving Roster approved persons are allowed to use the van or grip truck for equipment and production pick-ups. Two people must be present whenever using a Cinespace vehicle, (1) driver and (1) passenger. (The passenger does not necessarily have to be on the roster, but cannot drive the vehicle.) Anytime the driver needs to park, the passenger must safely get out and assist the driver in pointing out any hidden obstacles.
- All reservations are only for the current quarter. For example, stage or equipment reservations for Spring term will not be available during the Winter term. Certain exceptions will be considered for workshops, Bluelights, MFAs and the like.
- All lighting and grip equipment are to be reserved by the gaffer or key grip, who must be present for equipment checkout **AND** return. Similarly, all sound equipment reservations are to be made by the sound mixer and all production equipment reservations (walkies, coolers, tables/chairs, etc.) should be made by the producer or production manager - for gear checkout **AND** return. All equipment may be picked up and returned at the same time, but the departments are only responsible for their own gear. (Example: the G&E crew will not be held responsible for production gear returns and vice-versa.)

- Craft service and working meals are the responsibility of the production. Equipment is available for check-out (large coffee maker, Cambro, coolers, tables, serving bowls/trays, small toaster, etc.) but is to be reserved and checked-out/returned like any other equipment. Perishable food items may be stored on one shelf in the Cinespace refrigerator and other non-perishable items may be stored at Cinespace but all craft service should be set up on the stage. No utensils, coffee mugs, glassware or food belonging to DePaul Cinespace Studios or its crew shall be used as props or catering.

SHOOT

- All Advanced Cameras are now housed at the Cinespace Camera Vault and can be reserved through cameravault@cdm.depaul.edu
- Any other cameras or additional sound equipment can be reserved through the Cage at cdmequipment@cdm.depaul.edu with transportation provided by those making the reservation.
- Call sheets are MANDATORY for your shoot and must be submitted by email to DePaul Cinespace. All call sheets must have the following information: names and contact info for all cast and crew, the nearest hospital, parking information, Cinespace contact info, and a rough schedule of the shooting day. Call sheets for day 1 of your shoot must be submitted to Cinespace no later than 5pm on the day before your shoot. Any successive days must be submitted by the time your current shoot day wraps but no later than 8pm.
- All crew members must have a student ID and all cast and crew must have a parking pass (if they are self-driven). DePaul's parking area is the RED lot and is located next to the Chicago Fire Green lot on 16th St. (just west of Rockwell).
- Your Assistant Director must gather your entire crew at the beginning of each shoot day for a mandatory safety meeting to go over the day's schedule and to point out any potential hazards.
- A four feet fire lane, marked on the perimeter of the stage floor by a yellow line, is to be kept clear at all times. Nothing should be staged or placed between the yellow fire lane and the walls of the stage.
- All power usage on set is to be overseen by the gaffer of your production and it is his/her responsibility to ensure everything is being used safely. Final say on power usage is deferred to the DePaul Cinespace Studios stage manager.
- All overhead rigging on set is to be overseen by the key grip of your production and it is his/her responsibility to ensure everything is rigged safely. Final say on overhead rigging is deferred to the DePaul Cinespace Studios stage manager.

- Food and drinks for shooting crews are to be supplied by your production and not DePaul Cinespace. You are responsible for all trash removal that your production generates each night. Food and trash is never to be left out overnight.
- Any expendables over and above normal usage are to be paid for by shooting crew.
- Any set ups for your shoot that need to be left overnight must be deemed safe by the DePaul Cinespace Studios stage manager. This includes camera, lighting, grip, props, etc.
- There is no smoking or open flame allowed anywhere in the building - period.
- Animals will only be considered on a case-by-case basis and you will be responsible for providing the proper environment and care. You should refer to the American Humane Association's guidelines for more information:
<http://www.americanhumane.org/guidelinesadvisories.pdf>
- The use of prop firearms is tightly controlled and will only be considered on a case-by-case basis. Real firearms or ammunition are strictly forbidden anywhere on the premises. If you intend to use a prop firearm you must alert John Corba or Joe Lyons for permission as well as fill out the DePaul Prop Firearm Request form found here:
<http://www.cdm.depaul.edu/Current%20Students/Documents/Prop%20Firearm%20Request.pdf>
- The approved wrap time for your shoot day means that you and your entire crew are walking out of the building at that time. House lights will be turned on by the DePaul Cinespace Studios stage manager/studio assistant no later than one half hour before your wrap time, no exceptions. Please plan your day accordingly so that you are able to leave the stage in a safe and acceptable manner in your allotted time.

WRAP

- **Wrap days are part of a shooting schedule.**
All efforts should be made to wrap as much of your job as possible during the shoot (equipment returns, props, set dressing, trash removal, etc). If upon the last day of shooting that is not possible, please plan and schedule an additional wrap day to avoid scheduling conflicts with classes or other shoots.
- Any sets that need to be struck or repainted/redressed must be planned for in the initial wrap schedule. You are responsible for the removal of any and all materials and sets that have been constructed. Meaning, you will need to arrange and pay for a dumpster for the removal of such materials if they are not being kept by DePaul Cinespace Studios. You are also responsible for supplying crew for all of your wrap responsibilities.
- Upon completion of your wrap, the DePaul Cinespace Studios stage manager/studio assistant must confirm that all responsibilities have been met and sign you out.