

Prentis Studio Reservation Policy

1/30/2008

632 W 125th St. 2nd Fl. New York, NY 10027

SPACE RESERVATIONS

1) Reservation times:

Video Exercises	3 days
3 to 5 Projects	Up to 4 consecutive days
8 to 12 Projects	Up to 7 consecutive days
Non-Thesis Projects	Up to 12 consecutive days
Thesis Projects	Up to 17 consecutive days

2) Students must make a reservation in person at the Equipment Room. An ER staff member will mark the dates of your reservation in the PRENTIS RESERVATION SCHEDULE. Your reservation period must include the time you plan for both setting up and removing your set and properties from the studio. Please see item #1 above for reservation time periods allowed.

3) Advance reservation allowances:

- Thesis (12) weeks in advance of shooting
- Non-Thesis (8) weeks in advance of shooting
- Video Exercise (4) weeks in advance of shooting

4) You may check out the keys for Prentis from the ER, one day prior to the start of your reservation dates.

You must return the keys to the ER one day after the end of your reservation dates, no later than 2 p.m, Otherwise, you will be charged a late fee separate from your equipment late fees, if any.

RESPONSIBILITIES

1) First and foremost, you must return the Studio to the same condition as when you began. You must remove everything you bring into the studio (equipment, props, set, flats, etc.) and dispose of it properly. You may not leave any flats, set pieces, or props related to your production on the loading dock.

In some cases, the Film Division may retain items if it is useful to other students who may be shooting in the studio. In order to determine whether this is possible, please contact the Prentis Monitor for approval. Confirmation is necessary before leaving items.

Failure to adhere to these rules, will incur a Cleaning Fee of \$500.

2) Set construction is allowed. However, you cannot paint the walls of the studio. Please do not damage or leave stains on the studio floor.

3) Prentis equipment must be stored back onto the shelves where they were originally. Equipment and shelves are numbered and labeled, so you will know what is the right place for each piece of equipment that you use.

KEEP THE STUDIO CLEAN. Don't leave food or drinks in the studio overnight or following your shoot.

IMPORTANT: If you need to discard large pieces of garbage that you can not fit in garbage bags, such as lumber, flats, pipes, tubes, etc., you must arrange removal of these items taken out of the building and disposed of properly.

5) Do not leave the studio unattended. Always lock the studio doors when cast and crew are not inside. While the room has a lock on it, you should not consider it to be secure, because more than one student can possess a key at one time.

6) Have your Columbia ID with you at all the times. Don't give your ID to anyone else. You are responsible for unauthorized people gaining access with your ID.

7) Be respectful to our neighbors in the building. Don't wander the halls and please keep the halls clean. You will be charged for any damage made to any installation inside the building. However, it is the damage to the reputation of the Film Division and its students that is difficult to place a value on, so please try not to cause any disturbance outside the studio space.

8) Always keep the entrance to the freight elevator clear. Please do not leave discarded production items in the elevator. Remember to return the elevator to the ground floor when not using it, so that others may locate and use it when needed.

PLEASE NOTE: THIS POLICY MAY BE REVISED WHEN NECESSARY. THE MOST CURRENT VERION WILL BE POSTED ON THE WEBSITE (arts.columbia.edu/eroom). IT IS EACH STUDENT'S RESPONSIBILITY TO BE AWARE OF ALL CHANGES IN POLICY. PLEASE CONSULT THE WEBSITE OR REQUEST A COPY OF THE POLICY FROM THE EQUIPMENT ROOM OR AT THE FILM DIVISION FRONT DESK.