

PRODUCTION STAGE POLICIES

Failure to comply with these policies can result in loss of access to Stage usage, loss of access to the Film Cage, and other disciplinary action.

Before Use

All patrons must complete training before being able to reserve and use the Production Stage and included equipment. Patrons must make separate reservation to pick up the keys to the Stage at the Film Cage.

After Use

- Put C-stands away, stacked neatly
- Put lights away, with cables wrapped neatly
- Leave as or better than you found it
- Take all trash out with you
- Coil power cables and extension cords neatly
- Turn lights off
- Turn projector off
- Make sure the door locks behind you

Storage

Storing anything on the stage is prohibited, including equipment checked out from the Film Cage or Media Center. Anything left on the stage will be *thrown away*, and left behind equipment will result in an *abuse fine*.

There is limited prop storage available in the stage lockers, as well as the white lockers outside the Film Cage. Please contact the Film Studio Manager to get access to a locker.

Safety

When using the Production Stage and included equipment, please do so safely by making use of sandbags, gloves, and proper cable management. Proper electrical management is also very important to the life of our equipment. Use as few lights and dimmers as possible per circuit.

Cleaning

Please clean up after yourself, your talent, and your crew. If your name is used to book the Production Stage, then YOU are held responsible for making sure it is clean when you are finished. Please put all gear away as you found it, sweep, and pick up any trash. Additionally, only use easily removable methods to mount things on the walls (i.e painter's tape). Damage to walls will result in an *abuse fine*.

Please contact the Film Studio Manager (lwagoner@cca.edu) with any questions.