



Equipment and Facilities Access Policy

This policy applies to all users, including those in programs such as Local Artists-In-Residence and Media Scholars, as well as users with Production and Editing memberships. The Centre reserves the right to not support any work that advocates racist, sexist, ageist, or homophobic attitudes, or promotes any other form of social discrimination.

Bookings

In order to access equipment, one must first book it out by contacting a CFAT staff member or designated volunteer. Bookings can be made by phone, email (cfat.production@ns.sympatico.ca) or in person. The CFAT staff member will advise you if the equipment is available for the specific dates requested and confirm the pickup time. Noon is the default earliest pick-up time for equipment. Staff will do what they can to accommodate bookings, but early returns are not always possible and late returns are beyond staff's control. Bookings made more than three months in advance should be confirmed closer to the booking date.

Mobile production equipment can be booked for a maximum of one week (7 days) at a time, 14 days per month and over 2 weekends per month. In-house equipment and suites can be booked for a maximum of 30 hours per week. Requests for longer bookings must be submitted in writing to the Board of Directors.

As CFAT is closed Saturdays, Sundays and Mondays, equipment booked for these days may be picked up on the previous Friday and returned the following Tuesday. CFAT only charges for the days that equipment is used.

When equipment is taken out, staff will fill out a Rental and Responsibility form indicating the exact equipment taken, including additional cables, adapters, etc., and noting any missing or damaged components. The form will state the date and time the equipment is due. The renter will sign the form, including the Project Intent line and indicating the rate at which they will be charged.

The Technical Coordinator may require any user to take a workshop or tutorial before access to a specific piece of equipment is granted if the user is unable to demonstrate sufficient technical competence for the use of that equipment. The renter is responsible for the cost of the tutorial or workshop.

In-House Access

When in-house facilities are used, staff will fill out a half-page Suite Rental and Responsibility form for the renter indicating the facilities and hours used. The renter will sign the form, including the Project Intent line and indicating the rate at which they will be charged. As members may use facilities outside of office hours, these forms may have to be filled out while staff is away. Staff will review the forms the next working day. The forms can be re-used by initialing each of several lines. A new form must be started for each project with a different rate. Members taking part in Scholarships and Residencies, as well as those with Production Memberships, may use the full-page version of this form, as it is simpler for frequent bookings and will help to conserve paper.

Members with Editing Memberships (as well as those participating in special programs such as the Local Artists-in-Residence and Media Scholarship programs) are issued a wand key for 24-hour access to the building. All other members can request access to in-house facilities after staff hours. Such requests must be made in writing to the General Manager one week in advance. Upon receipt and approval of such a request, staff will request a key from the building management and will contact the member to let them know when it is available for pickup. Members must sign out the key on the Rental and Responsibility form and return the key during staff hours.

Members working in suites during regular staff hours may request that they be added to a security list in order to continue working after the office closes. This request must be made to a staff member who will contact the building security during regular office hours. Members working after hours without building keys are responsible for making arrangements with security to re-enter the building if they have to leave for any reason (for example, security staff may be on rounds when a member returns). Members are also responsible for making sure all doors are locked when they leave.

Punctuality

If you have a suite booked and do not show up within twenty minutes of your scheduled start time or contact staff to let them know you will be late, you forfeit your booking in that suite. The fee for non-cancellation or late cancellation of a suite booking is \$30 or the rental fee (whichever is lower). This is so that the maximum suite availability can be ensured for members during regular office hours when technical support is available.

Returning Equipment

Equipment must be returned before noon on the return date. To extend the length of a booking, contact staff by phone or in person during regular hours. The staff member will check to make sure the equipment is available, and, if so, extend the booking.

Equipment must be returned to CFAT staff during regular hours. It must be returned in the condition in which it was received, including cables properly wound and batteries recharged. A staff member will check off the equipment as well as sign the Rental and Responsibility form indicating that all equipment has been returned and checked.

Users must pay for equipment upon return. CFAT accepts cash or cheque payments, and can issue an invoice. All invoices must be paid within thirty days.

Mobile Equipment Cancellations and Late Fees

Cancellations must be done in person, by email (cfat.production@ns.sympatico.ca) or by phone 24 hours before pickup time. As CFAT is closed Saturdays, Sundays and Mondays, staff will receive messages concerning Tuesday bookings on Tuesday morning. If equipment is not picked up and a cancellation notice has not been given 24 hours in advance, CFAT will charge the member a fee equal to half of one day's rate for the equipment booked.

If mobile equipment is returned late and no prior arrangements have been made with CFAT staff, CFAT will charge **one half the daily rate*** for returns made on the day the equipment was due. After that, CFAT will charge **twice the daily rate on each successive day** until the equipment is returned, regardless of whether the equipment is used or not on those days. Excessive or frequent late returns of equipment will result in the review of access status by the Equipment and Access Committee.

*Production Members will be charged according to the Member Rate.

Rental Rates

CFAT charges rental fees based on type of membership as well as type of project. When equipment or suite time is rented, members must fill out the "Project" intent line on the Rental and Responsibility form and agree on the rate that will be charged for that rental.

There are four rates:

- Member Rate - This applies to projects where an Individual member holds the copyright for and has creative / editorial control over the project. The work must be non-commercial in intent. This rate also applies to members working on collaborative projects and / or assisting with or documenting for a third party on non-commercial work.

- Non-Member Rate - This rate applies to projects where an individual (Associate member or non-member) holds the copyright for and has creative / editorial control over the project. The work must be non-commercial in intent.
- Organizational Rate - This rate applies to projects commissioned by non-profit organizations where the organization holds the copyright for the work.
- Commercial - This rate applies to projects commissioned by a business or for-profit organization, or to projects where the intent is to make money (including marketing, to increase productivity in the workplace, etc.).

Please note that Associate Members do not get discounted rates on equipment, facilities or workshops. They pay at non-member rates.

In cases where members with Production and Editing Memberships are doing work of a non-commercial nature for a third party, a rate equal to half the Individual Member rate must be paid for mobile equipment (in the case of Production Memberships) or suite rental (in the case of Editing Memberships). In the case of commercial work, the full Commercial rate will apply.

Equipment Responsibility

It is the sole responsibility of the renter to test all equipment, ensuring proper functioning. Renters must report loss, damage or malfunction of equipment immediately to CFAT staff. No renter may dismantle, re-configure, repair or modify any of the equipment or facilities. Doing so will result in the review of access status by the Equipment and Access Committee.

Members are responsible for any costs incurred due to loss, theft or damage caused while equipment is in their possession. When signing out equipment, members agree to the following condition listed on the Rental and Responsibility form:

I understand that I am the only person who will be responsible for the use and transportation of this equipment and I may not delegate these responsibilities to anyone else. I will not use the equipment in any way that contravenes the criminal code.

As the person who signs the form is solely responsible for the equipment (there is no off-site insurance), members are strongly encouraged to pick up and return their own equipment.

The renter has full responsibility of ensuring the legality and safety of the procedures and materials used in any production or representation using CFAT facilities or equipment. The renter agrees to indemnify CFAT for any claims from third parties.

Credits for Productions

CFAT requires that credits for any production made with its equipment include recognition for the use of CFAT facilities and / or equipment. The CFAT logo is available for download from our web site at www.centreforarttapes.ca in the “Contact” section. Appearance of the logo is only required for productions made as part of CFAT programs (such as Residencies and Scholarships); for other projects, a text credit is sufficient. Producers are encouraged to submit a copy of the work for inclusion in the CFAT archive.

Tape Stock

CFAT stocks an assortment of mini-DV and Betacam SP tapes as well as DVDs and CDs. Simply let a CFAT staff member know what you will need and when and we will try to have them available for you. Tape stock must be paid for immediately on receipt.

Computer Storage

As CFAT is a shared environment with limited hard drive capacity, we encourage users to back up their projects to their own media and delete them promptly when they are completed. Please be efficient regarding hard drive storage on CFAT computers.

CFAT is not responsible for backing up projects stored on the Media Drives, and assumes no responsibility or liability for loss or damage to projects in the case of hardware failure or human error.

Users may not store anything on the main system drive of the computers. This includes the desktop and the “documents” folder. Instead, create a folder on the secondary “Media Drive” with your name and store all media there. Any data left on the main hard drives may be erased without warning.

Projects left on the Media Drives may be deleted after 60 days of inactivity. Deleting will be done periodically to ensure members have sufficient working space.

Approved by Centre for Art Tapes’ Board of Directors January 10, 2011.