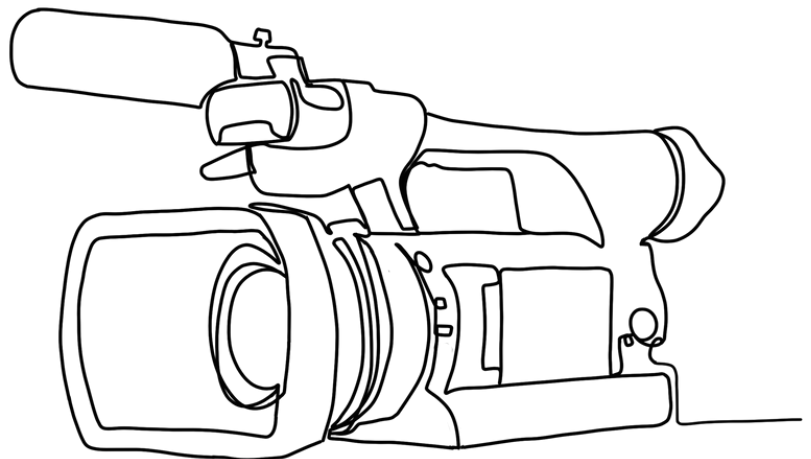


RUTGERS FILMMAKING CENTER EQUIPMENT CHECKOUT

STUDENT HANDBOOK

As a matriculated Filmmaking student or a student taking a Filmmaking elective, you have access to Equipment Checkout (EQC) at the Rutgers Filmmaking Center.

This handbook will serve as your guide to the equipment checkout process, and well as provide you with any general information you may need before visiting us. Please refer to it whenever you have any questions. Up to date information is also available online at <http://film.rutgers.edu>



HOURS AND CONTACT INFO

The EQC is located in room 305 at the Civic Square Building. Generally operating hours are from 8am-8pm on Monday through Thursday and 2-5pm on Friday. These hours are subject to change from term to term, so make sure to always consult the updated hours of operation posted outside the EQC.

E: rfcmsgsa@gmail.com

P: 848.932.2938

For up to date information on equipment and facility resources, please consult: <http://film.rutgers.edu>

GENERAL RULES AND INFORMATION

Students enrolled in a Filmmaking course are granted access to equipment in order to complete assignments for that particular course. **Equipment may not be used for personal projects, commercial endeavors, or for non-Filmmaking courses.** Failure to comply with this rule will result in access to EQC to be suspended.

Students can access equipment from the EQC once they have submitted and signed the EQUIPMENT CHECKOUT CONTRACT. This only needs to be submitted once at the beginning of the year.

Students can access equipment from the EQC once we have a signed **Equipment Checkout Contract** on file. This is typically collected in the first couple weeks of the term, following an in-class technical workshop. If a student fails to sign this contract during class or is not a Filmmaking BFA student, they should report to the EQC to acquire and submit a contract.

GENERAL RULES AND INFORMATION CONT.

As a Filmmaking BFA student taking core classes, access to equipment increases each year. For instance, a first-year student has access to a certain tier of equipment. A second-year has access to an additional tier of equipment, but also to first-year equipment and so on. See the Course Equipment Access (5) chart for more information.

Students are not allowed to use equipment beyond their access tier. This also means students with higher tier access may not share this equipment with students with lower tier access. This is not only because these students have not been properly trained on the equipment, but it also ensures access to students who require that advanced equipment for coursework. Failure to comply with this rule will result in a suspension in equipment access for all involved.

Students may take out equipment for TWO business-days at a time. In other words, if equipment is checked out on Monday it is due on Wednesday. However, if equipment is checked out on a Thursday it does not have to be returned until Monday.

RESERVATIONS

Equipment must be reserved at least one business-day in advance using the online [EQUIPMENT REQUEST FORM](#). Equipment is often in high demand. Students are highly encouraged to make reservations in advance. To allow fair access to everyone, **students may only make ONE reservation in advance per class.** For instance, if a student is enrolled in *Advanced Directing*, they may make a reservation for a Blackmagic Ursa camera and accessories.

RESERVATIONS CONT.

However, if that same student is also taking Experimental Filmmaking, they may have two active reservations: one for a Blackmagic Ursa and one for a 16mm Bolex.

Additionally, there are no back-to-back reservations for equipment. The equipment needs to be inspected, checked in, and charged before it's available again the next day.

EQUIPMENT CHECKOUT AND RETURN

Allot at least 15 minutes to check out equipment. Students must thoroughly check the equipment before it is signed-out. As much as we ensure that the equipment is charged, functional, and complete for checkout, it is the student's responsibility to confirm these things before they leave. This means, fully inspecting and testing each item for functionality. **If an item is broken or incomplete and the student doesn't catch this at checkout, they will be financially liable for its repair/replacement.**

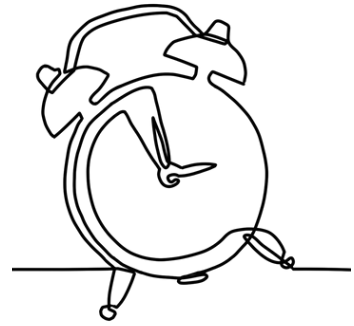
Students must pick up and return their equipment in person by making a timed appointment. Drop-ins are not permitted. **Students may not check out equipment on behalf of another student.** Please wait outside the EQC until it is your turn. Be quiet and respectful of others.

Students should also allow ample time for equipment returns. The EQC staff will carefully inspect the students equipment for missing items, functionality, and damage. **It is the students responsibility to remain with the equipment until the return is complete.**

Incomplete returns are not permitted. For instance, if a student checked out a camera, tripod, and audio recorder and no longer needs the audio recorder, they must hold onto **all** the equipment until the return date.

LATE FEES / MAINTENANCE FEES

Students returning equipment late must pay a \$25 late fee for each day equipment is late (including weekends). Additionally, equipment returned in disorderly condition will be charged a single \$25 maintenance fee.



EXTENSIONS

Students may request a **single** one-day extension. This extension is **not guaranteed** and will be granted on a case-by-case basis only if equipment is not reserved by anyone else the following day. Extensions must be requested in person at the EQC, by phone, or by email at least **24-hours in advance** of the due date. Students that don't return equipment after their extension date are considered late for both the extended day and all days following.

DAMAGED/LOST EQUIPMENT

If a student loses equipment or it is identified as damaged upon return, they are financially responsible for its repair/replacement. The EQC will generate a quote for our cost to repair or replace the equipment and communicate that replacement cost to the student.

We highly recommend students purchase insurance to offset any personal costs incurred due to equipment damage, theft, or loss. Gallagher Insurance has created personal properties policies catered specifically to Rutgers Filmmaking that automatically includes \$25,000 in coverage for film equipment for as little as \$138 per year. For more info visit: www.collegestudentinsurance.com

PAYMENT

Students who owe money for late fees or lost/damaged equipment **CANNOT** check out equipment again until their fee is paid. We don't accept cash. We only accept checks and money orders made out to *Rutgers University*.

RUTGERS FILMMAKING CENTER COURSE EQUIPMENT ACCESS

COURSE	YEAR	EQUIPMENT TIER
INTRO TO FILM PRODUCTION	FIRST YEAR	T3i + ACCESSORIES
INTERMEDIATE FILM PRODUCTION	SECOND YEAR	Z150 + ACCESSORIES
ADVANCED DIRECTING	THIRD YEAR	URSA + ACCESSORIES
THESIS	FOURTH YEAR	ALL EQUIPMENT
CINEMATOGRAPHY	NON-BFA	T3i + ACCESSORIES
ADV CINEMATOGRAPHY	SECOND YEAR	Z150 + ACCESSORIES
ANIMATION 2D	NON-BFA	WACOM TABLET
EXPERIMENTAL FILMMAKING	NON-BFA	BOLEX + ACCESSORIES
SCREENWRITING	FIRST YEAR	T3i + ACCESSORIES OR BASED ON YEAR
IMAGE POST	THIRD YEAR	URSA + ACCESSORIES
ELECTIVES: HORROR, BLURRED BOUNDARIES, ESSAY FILMMAKING, SENSORY ETHNOGRAPHY, WEB SERIES	SECOND-FOURTH YEAR	T3i, Z150 + ACCESSORIES <i>*Additional equipment access by special permission only</i>
DOC FILM PRODUCTIONS, INDEPENDENT STUDY	SECOND-FOURTH YEAR	ACCESS BASED ON YEAR

COMPUTER LABS

All Civic Square Building computer labs are available to students when classes are not in session. Login with your NETID and password. In addition, CSB 325B is a dedicated computer lab solely for Rutgers Filmmaking students. Swipe in any time using your RUID. Appointments are not necessary.

POST-PRODUCTION SUITES

Post-Production Suites include the Color Suite (CSB 303), the Sound Suite (CSB 310), and the ADR Foley Studio (CSB 308). Color and Sound Suites are a resource for juniors and seniors only. All rooms are available for 6-hour blocks by reservation only. Students interested in reserving suites need to first submit a RFC FACILITIES CONTRACT. After doing so they will gain access the reservation system.

SURROUND SOUND SUITE (CSB 310)

This room is equipped with an iMac , Artist Mix panel, calibrated 5.1 Monitoring, LCD TV, and Pro Tools Ultimate.

**Available only to students in Advanced Sound or who have passed a comprehensive room tutorial.*



COLOR CORRECTION SUITE (CSB 303)

This room is equipped with an iMac Pro, DaVinci Resolve control panel, calibrated OLED TV, and 5.1 monitoring.

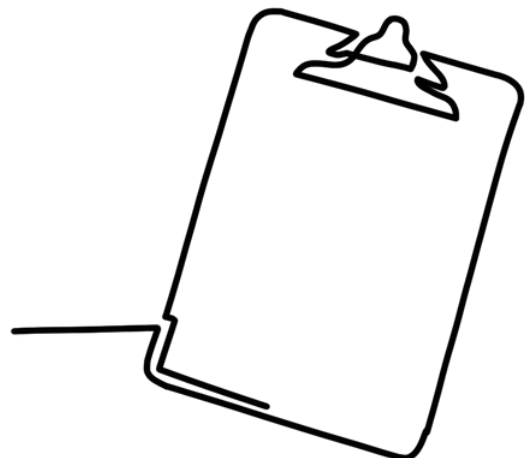
FOLEY ADR STUDIO (CSB 308)

This room is equipped with an iMac , Pro Tools Studio, foley microphone, voice-over microphone, LCD TV, monitors, a green-screen and black curtains.

FILMMAKING STUDIO RENTALS

The Civic Square Building has studios available to students for use in film shoots and other production needs necessary to complete coursework. The larger FILM STUDIO is located in CSB 326. A smaller classroom sized CRIT ROOM is located in CSB 327.

Students wishing to use these studios must make a request at least two business-days in advance using the [RFC STUDIO REQUEST FORM](#).



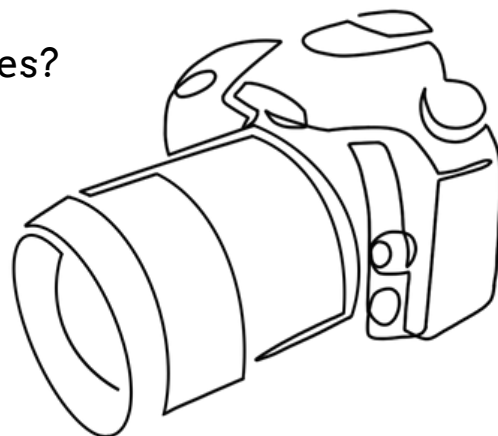
EQUIPMENT CHECKLIST

URSA MINI PRO

- Do I need to check out a lens?
- Are there two CFAST cards?
- Did I shoot footage to test camera and CFAST cards for functionality?
- Are both batteries charged?
- Did I factory reset?
- Have I confirmed that the HFR (slow-motion) setting is off?
- Are the follow-focus screws attached?
- Is there an eye piece for the viewfinder?
- Is there a battery charger and cord?
- I have looked over the camera for missing/broken parts?

ZOOM F4 AUDIO RECORDER

- Is there a 32GB SD card?
- Is there a BNC timecode cord?
- Is there a 1/4" headphones adaptor?
- Is there a charged battery and NP adaptor?
- Is there a battery charger?
- Do I have headphones?
- Do I need any AA batteries?
- Did I plug in a microphone and record/playback audio?
- Did I factory reset?
- Have I tested all microphones and cables?
- Have I inspected all knobs on the recorder for functionality?



EQUIPMENT CHECKLIST

TRIPOD/SHOULDER RIG

- Is the baseplate on the tripod?
- Have I tested the quick-release?
- Have I assembled the shoulder rig and confirmed that it is functional & stable?
- Have I noted any broken zippers, knobs, or other physical damage?

SHOTGUN MICROPHONE

- Have I inspected the microphone and confirmed the XLR pins are not loose?
- Do I have both a short and long XLR cable?
- Is there a softie included?
- Have I plugged the microphone into a recorder to test functionality?
- Have I noted any broken zippers or other physical damage?

LAVALIER MICROPHONE

- Have I confirmed that both receiver and transmitter are included?
- Is there a windscreen included with my lavalier microphone?
- Do I need any AA batteries?
- Have I plugged the microphone into a recorder to confirm sync and functionality?

STEREO MICROPHONE

- Have I confirmed that the XLR Y-cable and windscreen are included?
- Have I set my audio recorder channels to stereo?
- Have I plugged the microphone into a recorder to test functionality?

EQUIPMENT CHECKLIST

TASCAM DR-40 AUDIO RECORDER

- Is there a 8GB SD card?
- Is there a Dead Cat?
- Is there a USB cord?
- Do I have headphones?
- Do I need any AA batteries?
- Did I factory reset?
- Did I record/playback audio?
- Have I inspected all knobs on the recorder for functionality?



SONY Z150

- Is there a SD card?
- Is there a charged battery and a charger?
- Have I inspected the lens for scratches or smudges?
- Is there an eye piece for the viewfinder?
- Did I factory reset?
- Did I shoot footage to test camera and SD card for functionality?
- I have looked over the camera for missing/broken parts?

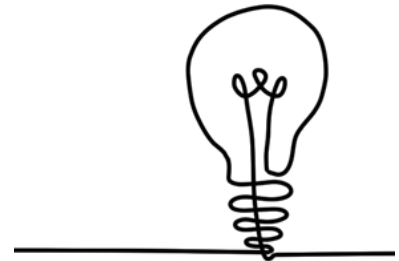
CANON T3i

- Is there a charged battery and a charger?
- Have I inspected the lens for scratches or smudges?
- Is there an eye piece for the viewfinder?
- Do I need a SD card?
- Is there a USB cord?
- Did I factory reset?
- Did I shoot footage to test camera and SD card for functionality?
- I have looked over the camera for missing/broken parts?

EQUIPMENT CHECKLIST

LIGHTING

- Do I need C-stands or a flagkit?
- Have I plugged all the lights in and tested for functionality?
- Do I need gloves?
- Do I have plenty of extension cords?
- Do I need gels - daylight, diffusion, etc?
- Do I need clothespins & gaffers tape?



IN THE FIELD

- Do I have a call sheet? Does it contain all the specs for the shoot: codec, resolution, frame rate, etc?
- Have I factory reset all my gear and set up manually to my specs?
- Is my camera secure on the tripod?
- Have I set my FPS?
- Have I confirmed that I'm not accidentally shooting slo-mo (HFR)?
- Have I set my color temperature?
- Am I monitoring exposure via Histogram, Zebras or False Color?
- Am I jam-syncing audio? Do the timecode numbers match?
- Am I monitoring audio? Are my numbers averaging -20db?
- Have I set my audio to PolyWav, 48KHz, 24bit?
- Have I enabled phantom power?

BEFORE ROLLING, REMEMBER "FAST"

F - Frame rate

A - Aperture

S - Shutter angle

T - T stop