

## Equipment and Facilities Access Policy

This policy applies to all users, including those in programs such as Local Artists-In-Residence and the Media Art Scholarship, as well as users with Production and Editing memberships. The Centre reserves the right not to support any work that promotes any form of social discrimination.

### Bookings

In order to access equipment, one must first book it out by contacting a CFAT staff member. Bookings can be made by phone (902-422-6822), email ([tom@cfat.ca](mailto:tom@cfat.ca), [info@cfat.ca](mailto:info@cfat.ca)) or in person. The CFAT staff member will confirm 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, but early returns are not always possible and, unfortunately, equipment is sometimes returned late by the previous user.

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 confirmed by the Production Director.

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, a Rental and Responsibility form will be completed indicating the agreed-upon equipment, due date and time, Project Intent and the rental rate. Additional cables, adapters, etc. will also be noted, as well as any missing or damaged components. The renter must sign the form, assuming responsibility for the equipment for the duration of the rental. It is the sole responsibility of the renter to test all equipment **\*at time of pick up\*** to ensure proper functioning.

If a user is unable to demonstrate sufficient technical competence for the use of a given piece of equipment, the Production Director will coordinate a workshop or tutorial that must be successfully completed before access to that equipment is granted. The user is responsible for the cost of the tutorial or workshop.

### In-House Access

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 key for 24-hour access to the building for the duration of their membership or program. All

other members in good standing may request temporary key and alarm code access, to be signed out on the Rental and Responsibility form and returned during staff hours.

Users working in suites during regular staff hours may request that they be allowed to continue working after the office closes. When leaving after hours, users are responsible for checking to see if there are others in the space and alerting them before they leave, as well as making sure all doors are locked.

### **Punctuality**

Users are expected to be punctual out of consideration for other users of the facilities. Users who do not arrive within twenty minutes of their scheduled booking without contacting staff in advance forfeit their booking. The fee for non-cancellation or late cancellation of a suite booking is \$30 or the rental fee (whichever is lower).

### **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 extend the booking pending availability.

Equipment must be returned to CFAT staff during regular hours. It must be returned in the condition in which it was taken out, 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 arrange payment for equipment rental upon return. CFAT accepts payments by cash, cheque, credit card (via Square, with a processing fee) or any accrued CFAT Dollars 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 ([tom@cfat.ca](mailto:tom@cfat.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. Users 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 commercial nature for a third party, 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, repair or modify beyond standard uses any of the equipment or facilities. Equipment must be returned clean (i.e. no duct tape or salt spray) and in original operational condition. Doing so will result in the review of access status by the Equipment and Access Committee.

Renters assume responsibility for any costs incurred due to loss, theft or damage caused while equipment is in their possession, subject to review of the damage or loss.

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. While I may delegate these activities, I*

*retain this responsibility for the entire rental period. 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.cfat.ca](http://www.cfat.ca). 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 strongly encouraged to submit a copy of the work for inclusion in the CFAT archive.

### **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 one of the secondary drives (usually titled "Media Drive") labeled 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.