



ROOM AND EQUIPMENT RESERVATION POLICY

- Equipment must be reserved through the equipment cage at least 48hrs in advance
- Equipment and Rooms are to be used only for SFI-related activities.
- Equipment is available on a first-come, first-served basis.
- Equipment and Rooms may be reserved up to two weeks in advance.
- Equipment can only be checked out for a maximum of 5 days.
- A student must present their student ID with their asset barcode to reserve and check out equipment.
- Reservation is forfeited if the equipment is not picked up within 2 hours of scheduled pickup time.
- Equipment is to be returned by the scheduled return time. Late equipment is subject to fines.
- If you wish to reserve studios or rooms make an appointment with the technical office manager to be trained for each space.
- Weekend studio reservations require a basic outline of the production and a list of all the names of the crew and cast members sent to the technical office manager at least 5 days in advance. All weekend reservations require basic security training.
- The student who has signed for the equipment and/or room reservations assumes full responsibility for checked out equipment and room usage. Equipment not returned, or rooms or studios are not in proper order will prevent students from checking out more equipment or facilities until all items are returned or issues addressed in accordance with the technical office manager.
- For crew-based checkout students must coordinate prep and wrap with SFI unit production manager. Crew Based checkout is aligned with PROD_499 production workshop class.

Damage and/or Loss

- If an item is not returned, the student will be charged the amount it would cost Seattle Film Institute to replace the equipment. Students may choose to purchase the exact replacement item (under the advisement of the Technical Office Manager) or SFI may choose to replace the item which includes a 10% administration fee.
- If an item is damaged, the student will be charged the amount it will cost Seattle Film Institute to repair the equipment. The student will be invoiced by the business office for loss and damage.
- Failure to fulfill damage or loss obligations may result in the suspension of privileges and additional charges to the student's account.

Rules and regulations

Late equipment: Failure to return equipment on time, may result in loss of privileges

First offense: The student receives a suspension form reserving equipment or rooms for up to 7 days .

Second offense: The student receives a suspension form reserving equipment or rooms for up to 14 days. The instructor is notified.

Third offense: The student's privileges revoked, and the student is reported to the academic affairs office.

Lost and stolen equipment

1. If the equipment is stolen from the student's vehicle or home, they are responsible for filing a police report and providing the technical office manager a copy of the police report or police report number. The student is responsible for up to \$1500 of the replacement cost of stolen items. The student is responsible for entire cost if it is determined that loss is not covered by SFI insurance
2. If a student loses equipment, they are responsible for replacing the item. Please see the technical office manager for more information.
3. If a student stops attending classes and has SFI equipment checked out it is considered stolen after 14 days. SFI will file a police report on day 15 after reaching out to a student through their SFI email address.
4. Students are encouraged to use best practices in equipment management. Do not leave equipment in your vehicle. Do not leave equipment on location. Do not assume other people are taking care of the equipment for you.

Printed Name: _____ Date: _____

Signature: _____

Student ID Number: _____