



Equipment Use Policy for Student Access

Technical Assistant Phone Number: 0457 500 575

1. Introduction

Waterloo Studios maintain a wide range of equipment and facilities to support the educational programs and the learning experiences of students. It is essential to ensure that these facilities are available and in good condition at all times to avoid disruption or disadvantage to the students, courses and to the school's activities in general.

This policy defines the parameters of student access to equipment that is property of Waterloo Studios.

2. Policy Statement

Only Students enrolled in the courses at SFS or SAS can make equipment bookings and returns. The equipment can only be booked to be used in course work related activities only.

Students must take full care and responsibility for all equipment and facilities, including the safe operation, security and return of all equipment. Access is subject to a permission system that will include an assessment via a Tutor/Trainer or the Equipment Manager.

Any access to equipment and facilities is at Waterloo Studios' sole discretion and is subject to operational needs. Any unauthorized use or failure to take appropriate responsibility and care for equipment and facilities may result in the revocation of access and charges for loss or damage and may be considered misconduct. Under no circumstances may equipment or facilities be used for any commercial activity.

3. Insurance

Waterloo Studios maintain insurance to protect all the equipment available for students. Note that negligent use of equipment is not covered under this policy, so you need to provide appropriate use, care and responsibility.

4. Lost or Damaged Equipment

All equipment hired from Waterloo Studios must be returned complete and undamaged. Any lost, unreturned or damaged equipment will be charged to the hirer.

5. Late Returns

Student hires commence from the time and date the equipment leaves the Equipment Store and terminate when **all** equipment is received back to the Equipment Store. Should the student fail to return the equipment by the due date and time, there will be a \$5.00 charge payable for each hour any equipment is overdue. If any of the equipment is overdue by a day, there will be an \$80 charge per day until the equipment is returned to the Equipment Store.

6. Booking School Equipment

Only Students enrolled in the either SFS or SAS courses can make equipment bookings and returns with the Equipment Store in person or via email to equipment@waterloostudios.com.au.

Bookings must be made in advance of the day you wish to take the equipment out. It is advised that bookings for large amounts of equipment are done well in advance of the pickup date.

Fill in a booking form assigned to your intake that:

- Details your name, purpose of shoot, shoot title, the date and time you will pick up and return the gear.
- The equipment you are requesting and sign for the receipt of the equipment.

You must **physically check** that each item of equipment is in working order when borrowing and returning equipment.

Report damaged or missing parts to the Technical Assistant, who will replace your equipment or make a record of the problem. Any problems not noted at the time of checkout become the responsibility of the student.

7. Pick Up and Return Times

Equipment returns and pick-ups must be done between the hours of:

8.30am – 7.30pm Monday to Friday

Saturday & Sunday – CLOSED (unless otherwise notified)

All equipment must be picked up and returned together at the allocated time. You can not store your equipment in the building unless you have prior approval for special circumstances.

a. Pick-Up

- Your equipment will be prepared by a TA and ready for your desired pick up time.
- If you are unable to make your allocated pick up time, you must call the TA mobile or email the equipment store as soon as possible to arrange a new pick up time or the booking may be cancelled.
- If a TA is not in the store at the time of your pickup, call the TA mobile number for assistance and do not take the equipment until the staff member is there.
- Check your equipment thoroughly before checking out and inform the TA if there are any missing/damaged items. You cannot add extra items during your pickup.
- Sign the check out section of the paper booking form before taking the equipment.

b. Return

- Keep your equipment clean and organized. If it is not brought back in the state it was sent out in, you may be asked to re-pack your own equipment or given a warning.
- A TA must be on site for your return, if the staff member is not in store, call the TA number for assistance.
- If any equipment was not functioning correctly, or you used consumables such as light globes, please advise the TA upon return.
- The equipment assigned to you or your group is for your use only. Do not loan borrowed equipment to other students or unaffiliated productions without prior permission.

On return, the Technical Assistant will sign the form to indicate that each piece of equipment has been returned in good condition. The student is required to sign the form on the return of the equipment to acknowledge the status of the equipment, in agreement with Technical Assistant.

There is always a high demand for equipment, so fast turnaround is essential to allow all students equal opportunities. If you are able to return the equipment earlier than expected, contact the equipment store to arrange a new return time.

If a booking extension is required, you must notify the equipment store in advance to arrange. This may not always be possible.

Never leave the equipment unattended and always ensure that the equipment is safely locked away.