

Motion Picture/Television

Course Name and Number:			
Prod. #:		Production Title:	
Producer:		Director:	

SOUND STAGE POLICY/CONTRACT

Reservation Date _____ Production Date(s) _____ Wrap Date _____

Students can only use the sound stages for their productions by completing a reservation contract with the Head of Production. This includes prep time and strike time. The production crew will be held by contract for the condition and responsibility of the stage during the reserved date. Only one production at a time will be allowed to use the stage. There will be no smoking in the stages.

STAGE OPERATIONS

- No construction of flats will take place in the stage. All construction and painting will be done in the Aquarius shop.
- No painting will be allowed in the stage unless it is for touch up purposes only. The stage floor will not be painted. Flooring will need to be used if you need the floor to be something other than the black paint that exists.
- All stages are rented clean and swept and must be returned clean and swept.
- Upon strike, there will be an inspection of the stage by the Head of Production. Any damage or missing stage equipment will be replaced by the production or charged to the production budget.
- Strike date means everything is completed. No storage of props, flats, set pieces, trash or anything else relating to the set shall remain on the stage past the strike date. The Producer, Director, First AD, Cinematographer, and Production Designer will be charged \$100 each per day if material of any kind is left on the stage. If the stage is not clean and free of debris and trash, the same key crewmembers will be charged \$60 each per hour for cleaning to be completed. **The stage must be struck by end of reserved stage time.**
- The student filmmaker is responsible for enforcement of fire lanes on stage. The 4 foot fire lane inside the stages shall be kept clear at all times. All fire equipment, fire hydrants, fire extinguishers, fire hoses and post indicator valves which are painted red must be kept fully operable, clear and accessible at all times.
- Electrical panels must be accessible at all times.
- When working on a sound stage or in a building used for production, all pedestrian doors must be unlocked and accessible. Do not block aisles, fire lanes or exits.
- No vehicles may be brought onto the stage.
- The production shall not light fires or discharge firearms, smoke effects or pyrotechnics on or about the stage premises.
- No smoking in any stage at any time. This includes no smoking in scenes for productions.

SOUND STAGE POLICY/CONTRACT – Page 2 of 2

TRASH RECYCLE / DISPOSAL

- Recyclable wastes (e.g., paper, aluminum cans, PET & HDPE plastics, glass, Etc.), with the exception of construction debris, must be deposited in appropriate recycle bins located outside the stage.
- Hazardous materials (e.g. liquid waste, hard paint waste, flammable liquids, chemicals or corrosive materials) disposal must be coordinated through the Production Office. Storage and disposal of these materials must comply with the University's Environmental Management Procedures and all relevant governmental regulations.
- All trash and garbage must be taken out of the stage and properly disposed in the green dumpsters beside stage 4 (not the roll-off dumpster outside of Tech Ops).

By signing below, I, Producer of the above named student production, accept full and complete responsibility of the sound stage for the reserved time stated above. I understand and agree that the production and its full crew shall abide by this Sound Stage Policy and understand that myself, the Director, First AD, Cinematographer, and Production Designer will be charged if the stage is not returned to proper order as stated above.

Student Producer

Date

Faculty Mentor

Date

APPROVAL:

Head of Production

Date