

**USER GUIDE FOR
ROY H. PARK
SCHOOL OF COMMUNICATIONS
FACILITIES, EQUIPMENT
& SERVICES**



***Department of
Technical Operations
Director: David Priester***

Facilities & Equipment Manager: Ellen Diffenderfer

HOURS OF OPERATION:
FACILITIES & EQUIPMENT CENTER OPEN
TO STUDENTS

MONDAY - THURSDAY
9:00 AM - 11:00 PM

FRIDAY
9:00 AM - 5:00 PM

SATURDAY
9:00 AM - 6:00 PM

SUNDAY
1:30 PM - 11:00 PM

SCHEDULING COUNTER OPEN
TO STUDENTS

MONDAY - FRIDAY
10:00 AM - 4:00 PM

TECHNICAL SUPPORT STAFF
AVAILABLE FOR
CLASSROOM & STUDENT SUPPORT

MONDAY - THURSDAY
7:00 AM - 11:00 PM

FRIDAY
7:00 AM - 5:00 PM

SATURDAY
9:00 AM - 6:00 PM

SUNDAY
1:30 PM - 11:00 PM

FROM THE DIRECTOR

The Park School Technical Operations Group is charged with procuring, installing and maintaining the equipment and technical systems required by the instructional needs of the school. To this end we have fourteen well qualified and experienced individuals who work together to achieve this broad charge. The technical staff have all worked professionally and bring a uniquely wide array of skills and experiences to the Park School. Aside from our basic responsibilities we make ourselves available to answer questions and offer advice according to each of our particular sets of expertise. As a group, and individually, we are committed to your academic growth and success.

Contained within this publication is a variety of information we hope you will find helpful. There are a number of policies and processes which we set forth that need to be followed. The reasoning behind nearly all is to make our finite resource pool available to the widest population of users possible. This is not only for your benefit but for your fellow students, staff and faculty. We hope you will read this information with that in mind.

This is a living evolving document. If there is information you feel should be included please, let us know. If you have questions please ask. As the saying goes, "We have answers."

With Regards,

David Priester, CPBE
Director of Technical Operations
Roy H. Park Hall, Room 111, 607-274-3913
dpriester@ithaca.edu

FACILITY AND EQUIPMENT Access is determined for each student by the courses in the Roy H. Park School in which the student is currently enrolled. Access to facilities and equipment changes from semester to semester as course requirements change. As a result, students should not expect to have the same access to facilities or equipment from semester to semester. Likewise, the maximum length of reservations or checkouts may change without notice based on availability and demand on the resources. If this happens, the information will be posted and distributed to the faculty.

The choices of resources and facilities are determined by the faculty at the department and administrative levels. Technical Operations staff is charged with managing these decisions and policies. We cannot change any given student's access or any given class' access without consent from the chairs of each department. Facilities and equipment are only available to students who are currently enrolled in Roy H. Park courses that require the use of facilities and equipment to successfully complete the course as designated by syllabus or to student media organizations. These resources are not available to Alumnae or students who are not enrolled in an appropriate Roy H. Park School of Communication course.

Student Media Managers are required to provide the Facilities & Equipment Manager with a detailed list of authorized users and equipment request. Authorization will be determined by the needs of an individual groups based on demand and availability of resources. Course work takes priority over student media organizations. The Facilities and Equipment Manager along with the Director of Technical Operations will make final approval of all student media requests.

**POLICIES FOR PORTABLE EQUIPMENT AND
FACILITIES ARE AS FOLLOWS:**

- All Users must obey polices set by the Roy H. Park School of Communications. Failure to comply with a staff request or policy may go as far as a Judicial Review. “I didn’t know” is not a sufficient response.

- All users must present their valid Park Card as well as their student ID when making a reservation, check-out or pick-up of any portable equipment or facility. All privileges associated with the Park Card are non-transferable. Attempts to deceive staff in order to gain access to facilities by using another student’s Park Card will result in severe consequences. Both parties may be referred judicially and their privileges will be suspended indefinitely.

- You may reserve portable equipment for up to 72 hours based on availability. Please, only reserve equipment for as long as you need it, not for as long as you can “keep it.” You may have two active reservations at any given time, however they may not collectively exceed 96 hours per week. All equipment must be returned one hour before PPECS closes. Exceptions can be made only under special circumstances. For this waivers must be obtained from the Portable Equipment and Facilities Manager in Park 114.

- You may reserve portable equipment up to sixteen days in advance. There is a minimum of 12 hours turn around time between reservations for like equipment. For instance if you have a GY camera due back at 10:00 AM on Thursday, the earliest you may take another GY camera is 12 hours later or 10:00 PM on Thursday. ALL Cinema XTR Prod and Digital Cine Package requests require professor signature. For this please use the form provided at the scheduling

counter located in Park 113.

- If you are late returning equipment, you will be considered delinquent for a minimum of four full week days. Your Park Card will be surrendered and all future reservations will be canceled. Example: Your equipment was due back Monday morning at 10:00 am and your return it at 10:30 am. It is late. Someone else has missed getting the equipment you did not return. Your Park Card is held, your account is now inactive, and you will not get your card back until the following Monday. The day your card is taken, Monday does not count, so Tuesday through Friday all your privileges are suspended. The Facilities & Equipment manager's office is not open on weekends, so you would receive your card and privileges back on Monday. Any future reservations you had would automatically be canceled.

- The user is responsible for any and all damages to equipment while checked out under their name. We will not accept excuses "it was this way when I got it." The user must check their portable equipment in the break out area before they leave the checkout center. If a problem is found, we will make every effort to fix, replace and/or note condition on the checkout form before the user leaves the checkout center. If the user does not take the time to test or check their portable equipment, they are assuming responsibility for any damage that is found when it is returned. If damage is discovered the user's privileges will be suspended and will remain so until they have met with the Portable Equipment manager. Arrangements will need to be made for restitution for parts, repairs or for the replacement to the damaged equipment. The length of the suspension will be determined by the Portable Equipment and Facilities manager and/or the Director of Technical Operations. Honesty by the student plays a crucial part in this decision. Attempts to deceive staff about the conditions or circumstances of the damage

could result in additional penalties.

- All Future Reservations for equipment and facilities are done at the scheduling counter located in PPECS 113. We also offer online scheduling for fixed facilities.

- All pickups or checkouts of portable equipment are done at PPECS. Same day checkouts are not available on motion picture cameras. Due to the student's considerable investment in motion picture film, we require advance notice to give us the best opportunity to inspect the equipment before it is checked out. There is a no walk in policy in effect for Fridays for reservable items, due to the high volume of transactions at that time.

- Some of our equipment and facilities require that you take a test or attend a workshop to become certified before use. Check with your faculty member or a checkout center assistant for more details.

- All pick-ups or check-outs on fixed facilities are done in Park Master Control, Room 159.

- You must have a validated Park Card and Ithaca College ID to make reservations or pick-ups.

- Portable Equipment reservations are non-transferable. *That means if you reserve it under your name, you do not under any circumstances loan it to a classmate, room-mate, relative or anyone else you might cross paths with. You are financially responsible for any damage or loss to the equipment. Violating this policy will result loss of privileges indefinitely. You could be referred judicially according to the terms of the student conduct code.*

- Equipment and facilities must be picked up and/or returned

by the person who reserved the equipment unless other arrangements are made with Portable Equipment and Facilities Manger. (This can happen only under special circumstances,)

- All portable equipment must be picked up within 90 minutes of when the reservation started. At 91 minutes the system cancels the reservation and returns the equipment to active circulation for others to reserve or check-out. All equipment reservations and pickups end one hour before check-out center closes.

- Users who wish to travel with portable equipment must obtain travel authorization form. Anyone traveling beyond 100 miles of Ithaca College must make arrangements in advance and obtain travel authorizations from the Portable Equipment & Facilities Manager in Park 114. Additional insurance may be required. **(At no time is equipment allowed to travel outside the United States.)** Certain locations may require proof of insurance. This can be obtained from the Risk Management department. Check their website for instructions and procedures. See contact information, in this booklet, for more information.

- Users must arrive for all facilities (editors, studios, etc.) no later than 10 minutes after the reservation begins, (MCR room 159) otherwise the system will cancel the reservation and return the facility to circulation. All reservations must conclude five minutes before building closes. Failure to check in to Master Control room 159 could result in the loss of your Park Card and use of the facilities. Like Portable equipment these reservations and checkouts are non-transferable. If the facility is checked out under your name, you must be in attendance at all times.

This is applicable if it is final cut pro, digital photo editing software, audio production software or using other studio space. You cannot check out a facility and then pass the use of it on to a friend or someone else in your crew or group. You will be held responsible for any damage or items stolen or lost while space was checked out under your name. You must also make sure to clean up the facility before leaving. If a facility is left in unacceptable condition your Park Card will be held and your privileges suspended for a period of time to be determined on a case-by-case basis.

- You are allowed to reserve facilities in up to four hour blocks. You may have up to eight hours reserved, but you may only have two active reservations during any given time period. You may not exceed thirty hours per week including reservations and walk-ins. You may make your reservations up to sixteen days in advance.

- Camera Testing polices: You may sign up for a certification test at the scheduling counter in PPECS 113. Tests vary in length according to the camera. Please arrive 5 minutes before your test begins. Ten minutes late constitutes a no-show. If you cannot complete the test within the allotted time or miss too many questions it is counted as failed. You must wait two days before signing up for the test again. If you do not show up for a test, your account will be made inactive for four full business days. You may not use facilities or portable equipment during that time. You must appear in person to reactivate your account.

- Watch the walls and bulletin board for postings. Often when demand exceeds the supply, we will have to make changes to the policy. This information will be posted all around Park Hall and shared with faculty for distribution. This is also

true of announcements and procedures of how to checkout equipment during Fall or Spring break.

- If you do not cancel your reservations, your account will be made inactive for four full business days. All future reservations will be canceled at that time. If you cannot use your reservation you must cancel it by phoning checkout center or by appearing in person. You must confirm with your student ID number. If your account is made inactive due to a no-show, you must appear in person to reactivate your account.

- Student employees are to be given the same respect and have their instructions followed the same as if they were full time professional staff.

- Absolutely no food or drinks are allowed in production or lab spaces.

HOW DO I SCHEDULE EQUIPMENT OR ROY H. PARK FACILITIES

The basic premise of the scheduling counter is to equalize the availability of equipment and facilities. It also provides a central source of information regarding access to those items. Sometimes these procedures may seem cumbersome however, experience tells us that specific scheduling goes a long way toward fostering responsibility and accountability among those who use facilities and equipment.

First and foremost, Roy. H. Park facilities and equipment are available only to students who are currently enrolled in Roy H. Park School of Communication courses and Roy H. Park School associated student media organizations.

Access is determined according to the course you are enrolled in and the needs to complete assignments for that course.

Every student enrolled in a Roy H. Park course is issued a Park Card during their first year as a Park student. This card must be retained for your academic career. Each semester a new validation sticker is added to your card, your access for each semester is appropriate on your course needs. Students should not expect to have the same access from semester to semester as course needs change. You must bring your Park Card with you whenever you need to use Park labs, classrooms, production facilities or equipment. Service will be denied if you do not have your Park Card as well as your Ithaca College ID with you. If you lose your Park Card there is a ten dollar replacement cost. This must be paid before a new Park Card is ordered. Once the fee has been paid, students are issued a temporary Park Card until new one arrives. The waiting period lasts about two weeks. When your card arrives, it will be filed at the scheduling

counter in Park 113. You should retrieve it up at your earliest convenience.

There are two ways to reserve Roy H. Park School facilities. If you need to use any of our production spaces, classrooms or labs you may do so by either using our in house scheduling counter (Park 113) Monday-Friday 10:00 AM - 4:00 PM. or using our convenient online scheduling system at

<http://park-webcheckout.ithaca.edu/webcheckout/pir/login>

For information on how to activate your on-line scheduling account, please ask the Scheduling Assistant located in Park 113. If you abuse your privilege with online scheduling your account will be terminated. Make sure to follow all rules and policies associated with online scheduling and use of equipment and facilities.

At this time all portable equipment reservations must be made in person at the scheduling counter located in Park 113. Make sure to bring your Park Card and Ithaca College ID with you when making reservations or check outs. Walk in requests for “RESERVABLE EQUIPMENT” are prohibited on Fridays. If you need to pickup equipment for Friday; then you must have a reservation.

How Do I....

FILMING/VIDEO RECORDING ON ITHACA COLLEGE PROPERTY

To insure that Ithaca College and its students are in compliance with State and City Fire regulations - fires, candles, smoke, black powder charges, fog machines, fireworks, fire arms, explosive devices or any other flame producing items are strictly forbidden on Ithaca College Property.

Students are prohibited from making permanent alterations

or modifications to Ithaca College structures. The use of props, set items, special effects apparatus or any other device of any kind that may result in damage to Ithaca College property is strictly forbidden.

You must request permission to shoot in the different buildings on Ithaca College Campus. There are few areas that are off limits to student productions, but it is important to get permission and find out what restrictions there are before beginning your shoot. There are some basic restrictions that apply to all buildings on campus. You may not interrupt a class or in any way disturb activities that are on going. You may not block entrances or exits. Any cables that are related to the equipment that you are using must be gaffer taped to avoid tripping any foot traffic. When shooting in a public area, you may not interrupt the flow of foot traffic. You must always leave the space cleaner and neater than when you found it. You may not move furniture from room to room or remove it from any space it is located. If you have a space scheduled until a specific time, you must have completed your filming and cleanup by that time. You cannot film up to the deadline and then begin break down and cleanup as there may be another group scheduled to come into the same space. Below we have listed the names of people you should contact before planning to shoot in the different buildings on the IC campus.

DILLINGHAM CENTER:

MARY SCHEIDEGGER (scheideg@ithaca.edu) 274-3914

You must request in person or via email. No voice mail messages please. There is a minimum of two weeks advance notice required.

JJ WHALEN CENTER:

ERIK KIBELSBECK (ekibelsbeck@ithaca.edu) 274-3717

There are restricted spaces. For permission and information please contact Eric via email or in person,

ITHACA COLLEGE LIBRARY

LISABETH CHABOT (lchaboth@ithaca.edu) 274-1382

The first claim for use of Library space is to people engaged in study, research, and use of information resources and services. Because of increased demand on the library facility and resources, anyone wishing to film or take photographs in the library must:

- submit a Request form,

<http://www.ithacalibrary.com/forms/filming.pdf>

- submit a signed Contract form,

- and receive Library approval in advance.

Please note that this process must be completed in advance of the date of intended use.

Please bring both forms to the Library Administration Office for review and approval. (Normal office hours are Monday - Friday, 9 am - 5 pm.)

PARK CENTER

SHYRLEE HAMMOND (shammond@ithaca.edu) 274-3117

Students are allowed to film in common areas of the business school as long as they do not disrupt classes, groups, or any other events or visitors. Classrooms and breakout rooms must be reserved through Shyrlee Hammond. If one of the atriums is needed then students must reserve it through Conference and Events Services (CES). Should a student wish to use an office, they must contact Maria Fiorille (274-3341) to see if special arrangements can be made. Students should plan well in advance for any access to Park Center.

RESIDENCE HALLS

BONNIE PRUNTY

bprunty@ithaca.edu

Students may film in Residence Halls as long as they notify the Residence Director for the Hall/Halls where filming will take place 1 week in advance. Students cannot violate any

College or Residence Hall Policies.

http://www.ithaca.edu/attorney/policies/vol17/Volume_7-70502.htm#70502

You may also navigate to this site via the Residential Life Home page. Choose Residential Life Guide>Policies and Procedures>Rules and Regulations.

CAMPUS CENTER

CONTACT CC & CE OFFICES

274-3313

When you wish to shoot in the campus center, you should start by contacting the Campus Center main office. Once you explain the area you want to film/record in, they will be able to direct you to the proper manager for that specific area. There are some restrictions regarding shooting. Filming/Recording in the common areas has few restrictions other than adhering to general Fire Code and College policies. You may not block or inhibit an entrance, you may not have a negative impact on other events or meetings taking place at the same time you wish to and you may not extend your filming/recording beyond closing time without permission. (There is a charge for extending beyond closing time).

Dining areas and food prep areas are off limits due to health department regulations. If you wish to use IC Square, you should do so outside the main service hours (especially lunch) and you must contact the Dining Services Retail Operation Manager. If you wish to film or record in any other of the dining areas please contact the Dining Hall Manager. You should refer to the website for Dining Services (Sodexo) for more contact information located in the Ithaca College on line directory.

ALUMNI HALL

Alumni Hall does not allow Filming or Video recording to take place in the building.

FITNESS CENTER

SEAN REILLEY

If you wish to record in the Fitness Center you must get prior approval. You may fill out a request form that is located online at website for Fitness Center. You must read all terms before signing. Forms can be download from link below.

http://www.ithaca.edu/sacl/recsports/docs/facilities/film_form.docx

Never assume that you have permission to film or record at your pleasure on campus. Ask questions, get permissions and avoid complications.

A & E Center

KATHY FARLEY

274-3001

If you wish to record in the A & E center, please contact Kathy by phone or email her at kfarley@ithaca.edu for availability and permission as necessary.

FILMING/VIDEO RECORDING ON CITY OF ITHACA PROPERTY

Applications can be made to the Department of Public Works to obtain permission for film shoots on City property. Permission will be granted based upon the following requirements:

- Requests must be received at least two weeks in advance of the shoot date.
- A certificate of insurance naming the city of Ithaca as co-insured in the minimum amount of \$1,000,000 must be submitted. This may be obtained after filing the application; however, applications accompanied by a certificate of insurance may be processed faster. The City reserves the right to change the limits based on the application. Certificates must be either mailed or faxed to the Superintendent's Office. Note: ***Ithaca College Students** must visit the Risk Management Office on campus to obtain the certificate of insurance for each film shoot they wish to perform.*

**<http://www.ithaca.edu/riskmanagement/docs/filmshoot/>
*Click on link to download PDF Form.***

You must allow 10 days to process the request.

- Letter(s) or permission from adjacent impacted private property owners must be submitted. This may be obtained after filing the application; however, applications accompanied by the letter(s) may be processed faster.
- Provisions must be made to accommodate pedestrian traffic flow if a city sidewalk or public area is to be used.
- Requests for film shoots on city property that include violence or the use of prop/real weapons must accompany a request to film on City property. The Certificate of Insurance provided must state coverage for the violence or use of a prop/real weapon. The city reserves the right to change the limits based on the application, depending on the scene and may require more than two weeks to process. All violent scene requests require approval by the Ithaca Police Department.
- If amplified sound will be used, a noise permit will be required. This is obtained online and is submitted to the Mayor's office for approval.
- Final approval must be obtained at least 24 hours in advance of the film shoot!

Permits to Shoot on Ithaca city property may be obtained online at link below.

<http://www.cityofithaca.org/departments/dpw/superintendent/index.cfm/#film>

See link that says:

[Apply for Permit to Film on City Property](#)

FILMING/VIDEO RECORDING IN THE TOWN OF ITHACA

When you wish to shoot in the Town of Ithaca or in a Park in the Town of Ithaca, you must call the Rich Schoch, at the Public Works Department ,607-273-1656. Their office hours

are Monday - Friday 6:30 AM - 3:00 PM.

HELPFUL HINTS WHEN SHOOTING IN OTHER CITIES

Every city or municipality has rules and regulations about filming. The best place to start is with the City, Town or County Clerk's office. Explain what you would like to do and they will direct you to the correct office for securing permits and permissions you need.

TECHNICAL OPERATIONS STAFF

DAVID PRIESTER

DIRECTOR, TECHNICAL OPERATIONS AND FACILITIES

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ELLEN DIFFENDERFER

MANAGER OF PORTABLE EQUIPMENT & FACILITIES

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(607)274-1631

PETER EARLE

MULTI-MEDIA LAB TECHNICIAN

pearle@ithaca.edu

(607)274-7365

CRAIG HOLDERBAUM

AUDIO/VIDEO SYSTEMS ENGINEER

cholderbaum@ithaca.edu

(607-274-3166)

TOM INMAN

STILL PHOTO/CINEMA ENGINEER

inman@ithaca.edu

(607)274-7303

Laurie Kern

ADMINISTRATIVE ASSISTANT

lkern@ithaca.edu

(607-274-3455)

DON RYAN
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MARK SAIA
TV/RF SYSTEMS ENGINEER
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PAUL STANION
STUDIO MANAGER
pstanion@ithaca.edu (607)274-1038

DIANDRE SUMMERVILLE
STUDIO TECHNICIAN
dsumerville@ithaca.edu (607)274-1038

KEVIN THORNTON
MULTI-MEDIA FACILITIES MANAGER
kthornton@ithaca.edu (607)274-1686

RICHARD (DICK) VAN DE WALL
STUDIO TECHNICIAN
rvandewall@ithaca.edu (607)274-1038

PHILIP WACKER-HOEFLIN
PRODUCTION SUPPORT ENGINEER
wacker@ithaca.edu (607)274-1973

BOOKMARK THESE LINKS

<http://www.ithaca.edu/riskmanagement/insurance/coi/>

PROOF OF LIABILITY INSURANCE FROM ITHACA COLLEGE

<http://www.haylor.com>

STUDENTS MAY PURCHASE PERSONAL PROPERTY INSURANCE
You may download a brochure explaining the coverage of this insurance at reasonable rates. Insurance not only covers students personal property but also property belonging to Ithaca College that has been entrusted to the student.

<http://www.parktechops.com/ppecs.php>

LINK TO PARK PORTABLE EQUIPMENT CENTER & SERVICES
Offers information about the checkout center including pictures of equipment available to students based on class enrollment.

<http://park-webcheckout.ithaca.edu/webcheckout/pir/login>

ALLOWS STUDENTS TO SCHEDULE FACILITIES ON-LINE AT THEIR
CONVIENIENCE.

For more information please see scheduling assistant located in Park Portable Equipment Center (Park 113) when validating your Park Card.

http://www.ithaca.edu/attorney/policies/vol17/Volume_7-70102.htm#7010203

GENERAL STUDENT POLICIES

Explains student freedoms and responsibilities as related to the Ithaca College Community.

NOTES