

Film Department Facility Rules & Equipment Access

Work-Permits, Hours of Access & Office Paddle Keys:

Student must have a current, signed Film Department Work Permit for the desired room and a validated Student I.D. For entry 8:30 am - 4:30 pm Monday through Friday, a key can be obtained from the Dept. Secretary or assistant in MIT B-69 in exchange for your student I.D. After gaining access to the room in which you will be working, immediately return the key and retrieve your I.D. card. For access at other times, first look for a graduate student or faculty person to let you in. If no one is available, call the UWM Police at 229-4627. They will provide access at odd numbered hours only.

There is no access to Film Department equipment and facilities after the last day of finals, or between semesters. There is no access during the summer unless you are enrolled in a class.

Your Responsibility for University Equipment:

With access, each user assumes responsibilities for the room and equipment. These responsibilities begin when the student enters the work area and continues until the door is closed and locked and she/he has initialed-out on the Reservation sheet. If a door is left open for any reason during use and equipment is missing or damaged, the student who is signed-up for the time slot is fully liable. Students must sign-in and out for room/equipment use as described below.

Signing-In & Out:

Initial your start time next to your name on the Reservation Sheet even if using the equipment on a walk-in basis. When you are finished working, again initial when you have locked the door or observed the next student sign-in. Failure to enter your name on the Reservation sheet and sign in and out will result in a citation.

Making Advance Reservations

1. Only students whose names are on the posted eligibility list for the room may make reservations.
2. Reservations can be no more than 7 days in advance— to the hour. (For example, at 7:00 pm Tuesday, October 1, one could reserve time from 7:00 pm to 11:00 pm for Tuesday, October 8). Clearly print your last name and first initial in all of the time slots you are reserving.
3. Reservations can be no longer than 4 hours and no more than 6 hours of use can be reserved for one day.
4. No more than 16 hours can be reserved per week and no more than two reservations per week can overlap with or fall within prime time through week #10 of the semester. From week #11 through #15 of the semester, only one prime-time reservation may be made per week. Prime time is from 5:00 pm to 11:00 pm, 7 days a week. Days are computed midnight to midnight & weeks are computed Sunday through Sunday. A maximum of 4 hours of reservations during prime time can be booked.

Cancellations

A student may not “give” a reservation to another student. If you know that you are not going to use your time, draw a line through your name on the Reservation sheet . The time slot may then be reserved and used by another student. The name of the new user should be written-in next to the canceled one.

Walk-In Uses

1. Walk-in use is permitted when a room is not reserved.
2. Write your name on the Reservation Sheet for up to four hours of use and initial the start/stop times as usual.

3. If two students arrive for walk-in use at the same time, the student with the fewest hours of use over the past seven days has priority.

No Shows

1. When a student fails to show-up within 30 minutes of their reservation start time, the room becomes eligible for use by another student for the entire reservation period.

2. In case of a no show, a “walk-in” user receives priority over a “continuing user.” (A “continuing user” is one who continues to use the equipment into the “no show’s” reserved time.) If another student does not request the “no show” time, the continuing user may extend his or her use, but not to exceed the daily maximum of 6 hours.

3. To claim “no show” time: (a) Be present at the door at the beginning of the reservation period (b) Inform the current user of your interest in using the room and (c) Begin work as soon as the room is vacated. If the person who originally reserved the time shows-up within the first 30 minutes, quickly make the equipment available to them. After 30 minutes into the no-show time, the “walk-in” user should write his/her name next to the original reservation and strike the first name. A “walk-in” or “continuing user” may use the equipment until the time exceeds daily or weekly limitations.

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