

## **UNCW Film Studies Department Kenan Studio Reservation Policies**

The Black Box will be reserved like any piece of equipment, with the Equipment Manager reserving the facility and regulating its use and maintenance. Students wishing to reserve the Kenan Studio must submit an application package, which must be approved by the Production Faculty Committee and the Equipment Manager. Application decisions will be announced within four days of submission. Committee decisions are final.

### **Reservations will be allowed in two forms:**

**Extended:** up to five consecutive days (must not conflict with scheduled courses)

**Daily/Hourly:** One day limit

### **Extended Access:**

- Five consecutive day limit (Thursday through Monday)
- Reservations allowed no more than 30 days in advance; no less than 7 days in advance.
- Intended use: FST 495, FST 492, Honors projects.
- Application and approval required before reservation can be submitted.
  - application must be approved by Production Faculty Committee and Equipment Manager.
- Reserving student prerequisites: Completed FST 397 or FST 392
  - all reserving crews must include a DP, gaffer, or best-boy electric who have completed either FST 397 or FST 392.
  - At least one of these key crew members must be on set at all times.
  - These key crew members must attend a safety procedures walk-through with the Equipment Manager.
  - Only these key crew members may operate the company box.
  - Only these key crew members may move set walls.
- Set dressing (painting, etc.), allowed under conditions listed in Kenan Studio Rules.
- Outside props, furniture allowed under conditions listed in Kenan Studio Rules.

### **Daily/Hourly Access**

- ⊕ One day limit
- ⊕ Reservations allowed no more than 10 days in advance; no less than 7 days in advance..
- ⊕ Intended use: Class exercises in FST courses numbered 302 and above (with instructor permission)
- ⊕ Application and approval required before reservation can be submitted.
  - the application must be approved by course instructor and Equipment Manager.
- ⊕ Reserving student prerequisites: Completed FST 397 or FST 392
- ⊕ No set painting, moving set walls, etc. allowed.
- ⊕ Outside props, furniture allowed under conditions listed in Kenan Studio Rules.
- ⊕ Lights, etc. may use only standard wall outlets (edison plugs). No use of company box allowed.