Facilities Usage Guidelines

Production Permits

All students MUST apply for and receive a production permit prior to filming on campus or on public land.

On-campus productions require **Production Permits**.

- Traditional Classrooms & General Campus Areas
    - *Production Permits go to* AdminServices@regent.edu

- SCA Building
    - *Production Permits go to* TechOpsScheduling@regent.edu

Please allow at least two weeks for processing. When the production permit form has been submitted, the student will receive an email acknowledgment. However, the permit isn't valid until the review and approvals processing is complete. You'll be notified via Regent e-mail.

The Grand Lobby is off-limits for video and/or film production due to the fragile nature of the marble floor.

The Film Stage and TV Studio require supervision, and are subject to staff availability.

Post-Production Systems

Note: Regent provides the Adobe CC software in the computer labs (Com-154 and SC-119) for general student use.

Animation and Editing classrooms (Com-155, Com-141 & Com-138) are reserved for current-semester classes (and homework for same), only.

Systems are provided for university-endowment projects, portfolio projects, and senior projects, in the same manner as Tier-3 equipment. Exceptions can be made on a case-by-case basis.

1. **Non-Linear Editing Classroom PCs (Com-138).**
   The PCs in the NLE classroom are only available to students currently enrolled in an NLE class or Audio Production class, working on assignments for those classes.

   During class sessions in the NLE classroom, these PCs will only be available for class use.

2. **Non-Linear Edit Suites (Com-133A, 133B, 133C, 133K, 133L)**
   The NLE systems are made available for university-endowment projects, portfolio projects and senior projects. Exceptions can be made on a case-by-case basis

For university-endowed projects, students not currently enrolled in NLE classes must pass an NLE Qualifying test, in order to use this system. Approved students will be assigned an account and password, which will expire at the end of the project or the end of the semester, whichever is sooner.

NLE Suite Reservations

1. Reservations are limited to four-hour blocks, and <u>MUST</u> be scheduled in advance. Longer reservation blocks are granted only by written permission of the supervising professor.

2. In the event that a student has booked an edit shift, and then finds that they do not need the time, it is imperative that they contact the scheduler to advise of the cancellation, so that the room can be made available to others.

3. Unauthorized usage of the suites, or multiple shift cancellations without proper notification may result in the loss of the student's Card Reader access to that room.

4. Facilities Requests, Keyscan Access Requests & Equipment Reservation Forms will be posted on the website. After the student fills out the form, it should be submitted to the appropriate professor for approval before being forwarded to the scheduler.

Access to NLE Suites

1. The University Keyscan Card Reader System controls the locks on all post-production suites. Keyscan cards are attached to your student ID, and must be activated by Technical Operations.

2. Each student must submit a Keyscan Request (from the website) to the appropriate professor for approval to access only the rooms that are necessary for that student. The professor will forward the approved request to the Operations Manager for implementation.

3. Access is granted to each space within the building on a semester-by-semester basis, and the process must be renewed at the beginning of each new semester.

NLE Audio Post-Production Suites

Eligibility
In order to use the SCA audio post-production suites, including the audio editing suites, the Voice- Over/ADR suite, or the audio mixing suite, **grad students** must be enrolled in (or have successfully completed) CTV-658 Sound Design, as well as CTV-556 Non-Linear Editing courses (for video-based work), **undergrad students** must be enrolled in (or have successfully completed) CTVU-258 Audio Production, as well as CTVU-156 Non-Linear Editing (for video- based work), **and** demonstrate