

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



***Department of Technical Operations***

***Director: Roger Raiford***

***Facilities & Equipment Manager: Ryan Berryann***

**HOURS OF OPERATION:**

**TECHNICAL OPERATIONS DEPT. 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**

**FACILITIES & PPECS EQUIPMENT CENTER HOURS**

**ARE SUBJECT TO CHANGE -PLEASE SEE HOURS POSTED  
AT PARK 113 (PPECS) FOR UP TO DATE HOURS OF OPERATION-**

**PPECS PRO CHECKOUT CENTER**

**MONDAY - FRIDAY**

**HOURS SUBJECT TO CHANGE -SEE POSTED HOURS-  
NO WEEKEND PICKUPS OR RETURNS**

**RESERVATION SCHEDULING COUNTER**

**OPEN TO STUDENTS**

**-SEE POSTED HOURS-**

**Contents:**

<b>From the Director</b>	<b>3</b>
<b>Facility and Equipment Access</b>	<b>4</b>
<b>Policies for Portable Equipment And Facilities</b>	<b>5</b>
<b>Park Cards</b>	<b>6</b>
<b>Reservation Policies</b>	<b>7</b>
<b>Patron Portal</b>	<b>9</b>
<b>Scheduling Desk</b>	<b>9</b>
<b>No Walk Ins on Fridays</b>	<b>10</b>
<b>No Call/No Show Policy</b>	<b>10</b>
<b>Non-Reservable Items</b>	<b>10</b>
<b>Equipment Certification Policy</b>	<b>11</b>
<b>Pick Ups/Checkouts</b>	<b>12</b>
<b>Traveling With Portable Equipment</b>	<b>13</b>
<b>Equipment Returns</b>	<b>14</b>
<b>Cold Equipment Return Policy</b>	<b>15</b>
<b>Miscellaneous</b>	<b>15</b>
<b>Filming/Video Recording on IC Property</b>	<b>16</b>
<b>Contacts for Recording on Campus</b>	<b>17</b>
<b>Filming/Video Recording in the City of Ithaca</b>	<b>20</b>
<b>Filming/Video Recording in the Town of Ithaca</b>	<b>21</b>
<b>Helpful Tips When Shooting In Other Cities</b>	<b>21</b>
<b>Insurance</b>	<b>22</b>
<b>Life In College</b>	<b>24</b>
<b>Technical Operations Staff</b>	<b>25</b>
<b>Bookmark These Links</b>	<b>27</b>
<b>Important Phone Numbers</b>	<b>back cover</b>

**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 have 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 an evolving document. If there is information you feel should be included please, let us know. If you have questions please ask.**

**Sincerely,**

**Roger Raiford  
Director of Technical Operations**

### **Facility and Equipment Access:**

Access to facilities and equipment is determined for each student by the courses in the Roy H. Park School in which the student is currently enrolled. This access 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 alumni or students who are not enrolled in an appropriate Roy H. Park School of Communications course.

Student Media Managers are required to provide the Facilities & Equipment Manager with a detailed list of authorized users and equipment requests. Authorization will be determined by the needs of an individual group 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 follow policies 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.
- 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.
- The user is responsible for any and all damages to equipment while checked out under their name. 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. The user assumes all responsibility for any loss or 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 of 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. We recommend purchase of personal property insurance which covers items belonging to Ithaca College that has been entrusted to students. One option for such insurance can be found at <http://www.haylor.com> More information can be found in the "Bookmark these Links" page at the end of this guide.

## Park Cards

- 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 equipment and facility access for each semester is appropriate to 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 and student ID 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 \$10 dollar replacement cost. If you need to replace your Park Card, you must fill out a Replacement Park Card Application, available in PPECS and obtain an authorized signature from Ryan Berryann, Christan deBrigard or Roger Raiford, Director of Technical Operations. Once you have this signature, you may take your application to the IC ID office in Campus Center and they will print you a replacement at which time a \$10.00 fee will be charged.

## Reservation Policies

- You may reserve most 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, (Seniors may have three) 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 and signed by appropriate faculty person.
- You may reserve portable equipment up to sixteen days in advance. There is a minimum of 12 hours turnaround time between reservations for like type equipment. For instance, if you have a SONY camera due back at 10:00 AM on Thursday, the earliest you may take another SONY camera is 12 hours later or 10:00 PM on Thursday. **ALL ADVANCED camera requests require professor signature.** Forms for these requests can be found in Park 113.
- All Future Reservations for equipment and facilities are done at the scheduling counter located in PPECS 113 (See “Scheduling Desk” Pg. 9). We also offer online scheduling via Patron Portal) for fixed facilities and equipment. (See “Patron Portal” Pg. 9)
- **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, roommate, 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.



- You are allowed to reserve most facilities/spaces up to four-hour blocks. You may have up to eight hours reserved, but you may only have two active reservations (Seniors may have three) 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. (Animation and some audio spaces allow longer reservations)
- Equipment Certification polices: Some equipment (HMI lights Advanced HD Video Cameras, etc.) requires that you attend a workshop before you will be certified to check it out. Information on what equipment your course has access to will be provided by your production course professor. Please talk to your production professor for details of how to sign up for these workshops/tests. The certification is only valid for the current semester. (*See Equipment Certification Policy” Pg. 11*)
- If you do not cancel your reservations which you do not intend to use, your account will be placed on hold for four full business days. All future reservations will be canceled at that time. If you cannot use your reservation you must cancel it either online via Patron Portal, by phoning the checkout center, or by appearing in person. You must confirm with your student ID number. If your account is on hold due to a no-show, you must appear in person to reactivate your account. (*See “No-Call/No-show Policy” Pg. 10*)

## **Patron Portal**

- A convenient way to reserve Roy H. Park School facilities and portable equipment is by using the online scheduling system via the “Patron Portal”. Patron Portal allows users to see and book only the equipment and facilities their courses are authorized for. Your net-pass username and password will access your Patron Portal account. If you would like a quick tutorial on use of Patron Portal, please see student staff located in Park 113. A link to Patron Portal is found below.
- <https://ithaca-cloud.webcheckout.net/sso/patron>
- If you abuse your privileges with online scheduling your account will be terminated and all future reservations will have to be made in person at scheduling counter. Make sure to follow all rules and policies associated with online scheduling and use of equipment and facilities.

## **Scheduling Desk**

- Another way to schedule use of any production spaces, classrooms, labs or equipment is to use our in-house scheduling counter in Park 113. Check postings in PPECS for hours of operation.
- The scheduling counter provides a central source of information regarding access to 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.
- Make sure to bring your Park Card and Ithaca College ID with you when making reservations or checkouts in person.
- Students may also reserve rooms, studios and edit stations in Master Control during evenings, when student staff is available.

### **No Walk-Ins on Fridays**

- There is a no walk-in policy in effect for Fridays for reservable items, due to the high volume of transactions at that time.

### **No Call/No Show Policy**

- All portable equipment must be picked up within 90 minutes of the scheduled reservation start time. At 91 minutes the system cancels the reservation and returns the equipment to active circulation. Your account will be placed on hold and future reservations will be cancelled.
- If you do not cancel your reservations, your account will be placed on hold for four full business days. All future reservations will be canceled at that time. If you cannot use your reservation you must cancel it online, by phoning the checkout center, or by appearing in person. You will be required to confirm with your student ID number.
- If your account is on hold due to a no-show, you must appear in person to reactivate your account.

### **Non-Reservable Items**

- Certain accessories such as tripods, batteries, XLR cables, extension cords, sandbags, etc. are considered “non-reservable” items.
- Non-reservables will not be visible in Patron Portal but should be noted in the allocation notes of your reservation.
- When using Patron Portal, “add a note to checkout staff” which includes all of your non-reservable items. If booking at scheduling counter, please inform PPECS staff of all items needed.

## Equipment Certification Policy

- Some equipment (HMI lights, Advanced Cameras, etc) requires that you attend a workshop and test before you will be certified to check it out.
- Information on what equipment your course has access to will be provided by your production course professor. Please talk to your production professor for details of how to sign up for these workshops/tests.
- The certification is only valid for the current semester.
- Once the workshop and certification test are complete, this “PPECS Pro” equipment is reserved by filling out the proper Advanced form and having it signed by your professor. These forms are found in PPECS and must be submitted to Ryan Berryann in Park 114 **at least 24 hours in advance.**
- **Please note that PPECS Pro equipment can only be picked up and returned Monday through Friday. See Posted Hours of Operation.**

## Pickups/Checkouts

- 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.** (See "No Walk-Ins on Fridays" Pg. 10)
- 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. (See *Equipment Certification Policy Pg. 11*)
- All portable equipment must be picked up within 90 minutes of when the reservation start time. At 91 minutes the system cancels the reservation and returns the equipment to active circulation. (See "No Call/No Show Policy" Pg. 10)
- **All portable equipment must be returned one hour before the checkout center closes.**
- 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 Manager. (This can happen only under special circumstances,)
- All pick-ups or check-outs on fixed facilities are done in Park Master Control, Room 159.

### **Pickups/Checkouts Cont.**

- 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. 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 the space was checked out under your name. You must also make sure to clean up the space before leaving. If a space is left in an 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.

### **Traveling with Portable Equipment**

- Users who wish to travel with portable equipment must complete a travel authorization form. Anyone traveling beyond 100 miles of Ithaca College must make arrangements in advance and obtain travel forms from the Portable Equipment & Facilities Manager in Park 114. Additional insurance may be required. If you are travelling outside the continental US please see Roger Raiford in RM111 for customs form. If you are travelling by air see the PPECS Engineer for tips on packaging equipment. All travel requests must be approved by appropriate faculty person. Certain locations may require proof of liability insurance. This can be obtained from the Risk Management department. Check their website: <http://www.ithaca.edu/riskmanagement/insurance/coi/> for instructions and procedures. (See *"Insurance cont."* Pg. 23)

## Equipment Returns

- If you are late returning equipment, your account will be put on hold 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 you 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 on hold 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 of 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 have would automatically be canceled.
- **The user is responsible for any and all damages to equipment while checked out under their name.** 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 loss or 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 of 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.

## **Cold Equipment Return Policy**

- Winter in Ithaca is cold! If your equipment has been outside during cold weather, bringing it inside to warmer temperatures can cause condensation, and that can be a very bad thing for camera bodies and lenses.
- Condensation is what happens when warm gas comes in contact with a cooler surface. If you take a camera outside in cold weather and then bring it inside, condensation will develop on the outside of your equipment, and potentially on the inside of your camera as well. That moisture has the potential to cause several problems including frying internal electronics, causing fungus to develop in between the elements of your lens, and so on.
- Lighting that rapidly goes from extreme cold to extreme heat can have bulbs burst which becomes a safety issue for yourself and our staff.
- If PPECS staff feels your equipment is too cold to safely inspect, it will be held at room temperature to ensure the safety of both the equipment and everyone in the vicinity. While the equipment is waiting for inspection, your Park Card will be held until it can be determined if the equipment is in a suitable condition.

## **Miscellaneous**

- 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. Failure to follow will result in privileges being suspended.
- Watch the walls and bulletin board for postings. Announcements and procedures concerning checkout of equipment during Fall or Spring break will often be posted.



## Filming/Video Recording On Ithaca College Property

- To ensure 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 the 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 planning 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 ongoing.
  - 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.
  - When shooting in a public area, you may not interrupt the free 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 where 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.
  - **Students wishing to film scenes which contain violence and/or the use of prop weapons should seek prior approval from the Office of Campus Safety before production.**

**Before Planning To Shoot In Different Buildings On The Ithaca College  
Campus, Please Contact the Following:**

**Roy H. Park School of Communications:**

Few public spaces of Park School of Communications are off limits in Park School. Filming in and around the elevator is off limits. You must not interfere with free flow of foot traffic nor disrupt classes or events in progress. Be sure to apply gaffer tape to all cables in order to avoid accidental tripping. No after-hours filming is allowed. Staff or Faculty person must be present whenever there is after-hours activity.

**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 (lchabot@ithaca.edu) 274-1382

The first claim for use of Library space is for people to 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 (Business School)**

Katy Hall (khal2@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 Katy Hall. If one of the atriums is needed, then students must reserve it through Campus and Events Services (CES). Should a student wish to use an office, they must contact Katy Hall to see if special arrangements can be made. Students should plan well in advance for any access to Park Center.

### **Residence Halls**

Marsha Dawson (mdawson@ithaca.edu)

Students may film in Residence Halls as long as they notify the Residence Director for the Hall where filming will take place 1 week in advance.

Students cannot violate any College or Residence Hall Policies.

[http://www.ithaca.edu/attorney/policies/vol7/Volume\\_7-70502.htm#70502](http://www.ithaca.edu/attorney/policies/vol7/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.

### **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 on

line at the website for the 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](http://www.ithaca.edu/sacl/recsports/docs/facilities/film_form.docx)

**Before Planning To Shoot In Different Buildings On The Ithaca College Campus, Please Contact the Following:**

**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 film 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 space, you should refer to the website for Dining Services. For more contact information. See the Ithaca College online directory.

**Alumni Hall**

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

**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](mailto:kfarley@ithaca.edu) for availability and permission as necessary.

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

## 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.

### **Filming/Video Recording on City of Ithaca Property cont.**

- 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/>

**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 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.

**Never assume that you have permission to film or record at your pleasure on locations in the surrounding Cities, Towns and Villages. Ask questions, get permissions and avoid complications.**

## Insurance

- **Property and Liability:** Ithaca College protects its assets through a Property Insurance Plan. This involves the College purchasing insurance to protect against risks, such as fire, weather damage, or theft, and also self-insures for a broad scope of property losses, such as computers, equipment, and building contents, as well as for third-party liability losses. **Insurance deductibles may also apply.** All damage to or loss of College-owned property is to be reported to Risk Management immediately to determine if the loss is insured, self-insured, or qualifies for a third-party claim.  
<https://www.ithaca.edu/riskmanagement/property/>
- **Personal Property:** The College is not responsible for personal property should a loss or damage occur and does not carry insurance to protect the personal property of employees or students. **Therefore, the College brokers with Haylor, Freyer & Coon, Inc.** in Syracuse, NY, to administer the **Personal Property Protection program.** The coverage is offered to all Ithaca College students and employees, and it extends worldwide. Policy information, limitations, and exclusions are located at <http://www.studentinsuranceprograms.com/pp>.

This Insurance not only covers a student's personal property but also property belonging to Ithaca College that has been entrusted to the student.

You choose the coverage amount, which begins at \$2,000 (up to a max of \$20,000), and you also choose a low deductible of either \$50 or \$100. If you experience a loss, this policy pays first, even if you have other insurance, i.e. homeowners. However, the policy does not cover unexplained losses.

If you have questions, please contact Haylor, Freyer & Coon, Inc. directly at 1-866-535-0456 and ask for a college specialist to assist you.

### Insurance cont.

- ***Ithaca College Students must visit the Risk Management Office on campus to obtain a 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.***

### Equipment During Academic Breaks

- Under certain circumstances students are allowed to use equipment during academic breaks (**summer/winter**) for Roy H. Park School curriculum related projects.
  - *The student must be enrolled in next upcoming semester in a 400 level production class.*
  - *The student must have a detailed proposal including dates, locations, script (if relevant) and complete equipment list.*
  - *The professor grading upcoming project must include a signed approval for the project.*
  - *The student Must meet with Associate Dean Gearhart to discuss the project and explanation for needing equipment outside the normal semester*
  - *After reviewing, student may be asked to provide signed releases permission and or permits for locations. Student may be required to meet with risk Management for final approval.*
- Equipment Requests for **Thanksgiving and Spring Breaks** have a deadline of one week prior to the start of the academic break (The prior Friday). Watch PPECS for signage of official dates/deadlines. Forms are required for reservations during these breaks and need to be submitted to Ryan Berryann in Park 114 before the indicated deadline.



**LIFE IN COLLEGE** is a time of great change and personal growth. It is exciting, satisfying, and sometimes challenging. For many students, there are times when all the demands and excitement may feel overwhelming. Ithaca College and Roy H. Park School of Communications understands that students need many kinds of support to help them succeed.

IF you or a friend need the extra support of professional staff, please don't hesitate to contact us. The friendly, caring and professional staff will be happy to lend any support that you may need.

**<http://www.ithaca.edu/sacl/counseling/information/>**

THE STUDENT DISABILITY SPECIALISTS are available during office hours to assist students in accessing reasonable accommodations and in determining which accommodations are appropriate. The nature and extent of a student's physical/medical disability must be documented by a physician or health care professional. The presence of a specific learning disability must be documented by a psychologist or learning disabilities specialist. Students with psychological/emotional disabilities can obtain documentation from either a psychiatrist or a licensed psychologist. Students are required to meet with a Student Disability Specialist each semester to discuss accommodations for the current semester. If a student has not identified to the office by providing documentation of his/her disability and consented to the limited sharing of information regarding the disability, she/he will not be eligible to receive accommodations. Students, parents, faculty and staff members are encouraged to call at any time to discuss issues related to students with disabilities.

- **<http://www.ithaca.edu/sds/>**

## **TECHNICAL OPERATIONS STAFF**

**ROGER RAIFORD**  
**DIRECTOR, TECHNICAL OPERATIONS AND FACILITIES**  
rraiford@ithaca.edu (607) 274-3913

**ALISON THOMAS**  
**ADMINISTRATIVE ASSISTANT**  
axthomas@ithaca.edu (607) 274-3455

**RYAN BERRYANN**  
**MANAGER OF PORTABLE EQUIPMENT & FACILITIES**  
rberryann@ithaca.edu (607) 274-1631

**CHRISTIAN DEBRIGARD**  
**PORTABLE MEDIA PRODUCTION ENGINEER**  
cdebrig1@ithaca.edu (607)274-1973

**PETER EARLE**  
**MULTI-MEDIA LAB TECHNICIAN**  
pearle@ithaca.edu (607) 274-7365

**TOM INMAN**  
**STILL PHOTO/CINEMA ENGINEER**  
inman@ithaca.edu (607) 274-7303

**TIM MERRITT**  
**PRODUCTION SUPPORT ENGINEER**  
tmerritt@ithaca.edu (607) 274-1625

**AMY POWELSON**  
**AUDIO/VIDEO SYSTEMS ENGINEER** apowelson@ithaca.edu  
**(607) 274-3166**

**MARK SAIA**  
**TV/RF SYSTEMS ENGINEER**  
msaia@ithaca.edu **(607) 274-3212**

**ALAN SCHELTER**  
**AUDIO/VIDEO SYSTEMS ENGINEER**  
aschelter@ithaca.edu **(607) 274-1046**

**PAUL STANION**  
**STUDIO MANAGER**  
pstanion@ithaca.edu **(607) 274-1038**

**DIANDRE SUMMERVILLE**  
**STUDIO TECHNICIAN**  
dsummerville@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**

### **BOOKMARK THESE LINKS**

**<http://www.ithaca.edu/riskmanagement/insurance/coi/>**  
PROOF OF LIABILITY INSURANCE FROM ITHACA COLLEGE

**<https://www.ithaca.edu/academics/roy-h-park-school-communications/current-students/student-production-resources-forms>**  
Offers information about The Park School, it's facilities and resources.

**<https://ithaca-cloud.webcheckout.net/sso/patron>**  
ALLOWS STUDENTS TO SCHEDULE FACILITIES AND EQUIPMENT  
ON-LINE AT THEIR CONVENIENCE.  
For more information please see scheduling assistant located in Park  
Portable Equipment Center (Park 113) when validating your Park Card.

**<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 student's personal property but also property belonging to Ithaca College that has been entrusted to the students.

**[http://www.ithaca.edu/attorney/policies/vol7/Volume\\_7-70102.  
htm#7010203](http://www.ithaca.edu/attorney/policies/vol7/Volume_7-70102.htm#7010203)**

GENERAL STUDENT POLICIES - Explains student freedoms and responsibilities as related to the Ithaca College Community.

**<http://www.ithaca.edu/sacl/counseling/information/>**  
CENTER FOR COUNSELING AND PSYCHOLOGICAL SERVICES

**<http://www.ithaca.edu/sds/>**  
STUDENT DISABILITY SERVICES

## **IMPORTANT PHONE NUMBERS**

<b>PARK PORTABLE EQUIPMENT CENTER</b>	<b>607-274-3636</b>
<b>PARK MASTER CONTROL (RM 159)</b>	<b>607-274-1038</b>
<b>IT HELP DESK</b>	<b>607-274-1000</b>
<b>STUDENT COMPUTER REPAIR CENTER</b>	<b>607-273-3000</b>
<b>CENTER FOR COUNSELLING &amp; PSYCHOLOGICAL SERVICES</b>	<b>607-274-3136</b>
<b>STUDENT DISABILITY SERVICES</b>	<b>604-274-1005</b>
<b>CAMPUS SAFETY</b>	<b>607-274-3333</b>

**(IN CASE OF EMERGENCY DIAL 911)**