

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



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IMPORTANT PHONE NUMBERS

| | |
|---|---------------------|
| PARK PORTABLE EQUIPMENT CENTER | 607-274-3636 |
| PARK MASTER CONTROL (RM 159) | 607-274-1038 |
| IT HELP DESK | 607-274-1000 |
| STUDENT COMPUTER REPAIR CENTER | 607-273-3000 |
| CENTER FOR COUNSELING & PSYCHOLOGICAL SERVICES | 607-274-3136 |
| STUDENT DISABILITY SERVICES | 607-274-1005 |
| CAMPUS SAFETY | 607-274-3333 |

(IN CASE OF EMERGENCY DIAL 911)

HOURS OF OPERATION:

Building Facilities & MCR Open to Students

Monday – Thursday: 9:00 AM - 9:00 PM

Friday: 9:00 AM - 5:00 PM

Saturday: Closed

Sunday: 1:00 PM - 9:00 PM

PPECS and PPECS Pro Checkout Center

Monday Through Friday: 10:00 AM - 4:00 PM (details below)

Monday: returns only

Tuesday Through Thursday: returns only 10a to 12:30p then Pick-ups only 1p to 4p

Friday: pick-ups only

No Weekend Pickups or Returns

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 Alumnae 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 during or immediately after checkout. 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. Once you have completed the application a temporary Park Card will be issued for a period not to exceed 72 hours. Your application will need to have an authorized signature from Ryan Berryann, Christian deBrigard or Nigel Martin, 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 (PPECS, PPECS PRO, & FIXED FACILITIES)

- 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 Future Reservations for equipment and facilities are done via Patron Portal. (See “Patron Portal” Pg. 10)
- **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 friend. **You are financially responsible for any damage or loss to the equipment.** Violating this policy will result in 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. This is handled by PPECS Pro staff. Please talk to the Manager of Facilities and Portable Equipment or your production professor on how to sign up for these workshops. The certification is only valid for the current semester. (See “Equipment Certification Policy” Pg. 11)
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- If you do not cancel your equipment 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 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 (PPECS, PPECS PRO, & FIXED FACILITIES)

- The only 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 netpass 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 PPECS 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.

No Walk-Ins

- All equipment and facilities need to be booked in advance. PPECS reservations must be made at least 48-hours in advance. PPECS Pro reservations must be made at least 72 hours in advance. Fixed Facilities (labs, studios, edit suites etc.) must be booked at least two hours in advance.

No Call/No Show Policy (PPECS & PPECS PRO)

- All portable equipment must be picked up at its scheduled pickup time. If you fail to do so without cancelling the order in advance, your account will be placed on hold and future reservations will be cancelled.
- 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 (PPECS & PPECS PRO)

- Certain accessories such as tripods, batteries, XLR cables, extension cords, sandbags, etc. are considered “non-reservable” items. These are items we have large quantities of and patrons are not able to select a “specific” item number as it would take more time for staff to locate.
- Non-reservable items 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 your non-reservable items (tripods, batteries, XLR cables, headphones, etc.).

Equipment Certification Policy (PPECS & PPECS PRO)

- 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 or the Manager of Facilities and Portable Equipment for details of how to sign up for these workshops/tests.
- The certification is only valid for the current semester.

Pickups/Checkouts (PPECS & PPECS PRO)

- All pickups or checkouts of portable equipment are done at PPECS.
- 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 Above](#))
- **All portable equipment must be picked up at the scheduled pick-up time**
- **All portable equipment must be returned to PPECS at its scheduled return time.**
- 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.
- 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 (PPECS & PPECS PRO)

- Users who wish to travel with portable equipment must complete a travel authorization form. Anyone travelling 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 “Bookmark These Links” Page 18)

Equipment Returns (PPECS & PPECS PRO)

- If you are late returning equipment, your account will be put on hold for a minimum of four full weekdays. 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 as quickly as possible after checkout. If a problem is found, we will make every effort to fix, replace and/or note condition on the checkout. 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 (PPECS & PPECS PRO)

- 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, cause 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.

Other

- 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, firearms, 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.

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.***
<https://www.ithaca.edu/office-risk-management-insurance/media-production-film-shoot-requests>
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/>
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.

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/office-risk-management-insurance>

- **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 <https://www.haylor.com/college-students/>

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.

- ***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.***

<https://www.ithaca.edu/office-risk-management-insurance/media-production-film-shoot-requests>

Click on the 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 the 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, the student may be asked to provide signed releases permission and or permits for locations. The 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.

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, its 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 the 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 students' 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

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