

TVFM STUDENT PRODUCTION HANDBOOK
Policies & Procedures

TV, Film & Media Studies

California State University
Los Angeles

Table of Contents

BORROWING EQUIPMENT.....	3
EQUIPMENT CHECK-IN	3
PENALTIES	4
YOUR RESPONSIBILITIES.....	4
EQUIPMENT RESERVATIONS	5
EQUIPMENT CHECK-OUT AUTHORIZATION	5
WHAT TO DO IF EQUIPMENT IS STOLEN WHILE IT’S CHECKED OUT.....	6
CARE OF EQUIPMENT.....	7
SHOOTING PERMITS.....	7
INSURANCE FOR STUDENT PROJECTS.....	9
PERMIT LETTERS	10
LIABILITY INSURANCE	11
PROHIBITION OF ACTING ON BEHALF OF THE UNIVERSITY.....	11
EDIT LAB (MUS 255)	11
EDIT SUITE ACCESS POLICY.....	12
UNAUTHORIZED COPYING/PIRACY.....	13
USE OF STUDIOS.....	14
COPYRIGHT OF STUDENT-CREATED WORK AND RELEASE FORMS.....	14
STANDARD POLICIES/PROHIBITIONS	14
CLEAN UP.....	15
EQUIPMENT CHECK OUT AGREEMENT.....	16

BORROWING EQUIPMENT

- University-owned equipment may only be checked out by students currently registered in designated production classes
- Equipment may only be checked out during the times posted on the door to the checkout room (MUS 257). - These are fairly limited hours. Plan ahead so you can arrive at the checkout location during designated hours.
- Equipment may not be checked out on holidays, or during vacations or breaks from classes. This means that it may not be possible to check out equipment a few days prior to the beginning of that break, holiday or vacation.
- Equipment may only be checked out for one cycle at a time. That is, equipment checked out on Thursday must be returned Monday. Equipment checked out on Monday must be returned Thursday. Do not assume that you may keep equipment for a longer period. Keeping equipment longer than the agreed upon time will place your grade and academic standing in jeopardy.

There are no exceptions to these rules.

EQUIPMENT CHECK-IN

- Equipment may be checked in only during the hours posted **on the door of MUS 257**. Plan ahead so you arrive in time to return the equipment.
- Equipment may only be turned in to the equipment storage room, MUS 257 **to the staff member facilitating equipment check-in** (cinematography equipment to MUS 202A).
- Equipment may NOT be left in the TVFM Office, or with any **other student**, staff or faculty to submit on your behalf.
- It is the student's responsibility to ensure that equipment is returned in good condition and checked in.

There are no exceptions to these rules.

When you check out equipment, you will be asked to provide your CSULA ID and it will be scanned and any items that you borrow will have a bar code associated with it and it will also be scanned into the system. All items scanned will be electronically associated with your CSULA ID until such items are returned. If the items are not returned on time, the system may electronically notify you that you have items overdo. It is your responsibility to remember to bring equipment back on time if you have borrowed equipment and it is your responsibility to know that you have overdo equipment whether or not you receive notification of having overdo items.

You may not check out equipment for another student, even if that student is authorized to check out equipment. Do not loan your ID card to anyone else to check out or check in equipment. That responsibility is not transferable to another student. If one authorized student checks out equipment for another student's use, both students will lose checkout privileges. Simply put, don't check out equipment for other students.

PENALTIES

Students returning equipment late or improperly packed will lose check-out privileges for a period **of no less than two weeks. Longer loss of privileges may be imposed at the discretion of the equipment staff.**

Since the use of University equipment is a serious responsibility, the department has the right to revoke a student's ability to check out equipment **for any reason** at any time.

YOUR EQUIPMENT CHECK-OUT RESPONSIBILITIES

When you check out equipment, IT IS YOUR RESPONSIBILITY TO REVIEW EACH PIECE OF EQUIPMENT YOU ARE TAKING TO ASSURE THAT IT IS PRESENT, ACCOUNTED FOR, AND IN OPERATING CONDITION. ANY DAMAGE TO THE EQUIPMENT THAT OCCURS WHILE IN YOUR POSSESSION, UP TO AND INCLUDING FULL REPLACEMENT COST OF THAT EQUIPMENT, IS YOUR RESPONSIBILITY, WHETHER THE DAMAGE OR LOSS OF THAT EQUIPMENT WAS YOUR FAULT OR NOT.

By using your ID to check out equipment, you acknowledge receipt of that equipment in working order, with no damages or defects. If it is returned with damages, defects, or parts missing, you will be held responsible. All equipment is checked out on a first-come, first-served basis. No equipment (with the exception of cinematography equipment; see below) will be reserved or set aside for any student in advance of the check-out time, although certain items may be reserved for specific classes. Any student returning equipment late will lose checkout privileges for no less than two weeks per day late, or fraction thereof.

Reasonable medical excuses may be accepted when accompanied by supporting documentation. Any equipment not returned on time may be considered stolen and a police report will be filed if the student fails to respond to demands to return the equipment. The loss, theft, breakage or disappearance of equipment is the responsibility of the borrower. If replacement or financial restitution for missing items is not made by the borrower in a timely manner, administrative and disciplinary action will be taken, including any of, but not limited to, the following:

- **All equipment and facility privileges (including edit suite access) will be revoked.**
- A grading penalty will be imposed by your instructor.
- A hold will be placed on your registration (you won't be able to register for new classes)
- A hold will be placed on your grade report (you won't get credit for a completed class)
- A hold will be placed on your diploma
- A stolen property report will be filed with the police
- Other legal actions appropriate to the situation will be taken

Anyone checking out equipment agrees to the following:

1. That they will be personally responsible for equipment in their care at all times.
2. That they will return items on the scheduled return date at the scheduled return time.
3. That they will use the equipment for official California State University related projects only.

Any student, faculty or staff member who wishes to check out equipment will be held personally responsible for that equipment: "As borrower of University property, I (NAME) verify that all equipment for which I am responsible is present and operational at the time of checkout. I will be financially responsible, pursuant to Section 8657 of the State Administrative Manual, which says "...lost, stolen, or destroyed property will be charged against responsible individuals."

THE UNIVERSITY ASSUMES NO RESPONSIBILITY FOR INJURIES INCURRED OR PROPERTY DAMAGED RESULTING FROM THE USE OF BORROWED EQUIPMENT.

EQUIPMENT RESERVATIONS

Audio and video equipment may not be reserved and is only available on a first come, first served basis. Please note that motion picture equipment (as opposed to video or audio equipment) may **ONLY** be checked out with an equipment request form submitted well in advance of the equipment need.

EQUIPMENT CHECKOUT AUTHORIZATION

You may be authorized to borrow video, audio, or cinematography equipment **ONLY** after meeting **ALL** the following requirements:

1. You must be a currently enrolled student in good standing in an **authorized** audio, video, or film production class.
2. You must have signed the Equipment Check Out Agreement Form at the end of this book verifying that you have read, understood and agree to comply with all its provisions.
3. You must have a current and verifiable phone number and address on file with the equipment staff.
4. You must have a current University-issued photo I.D.
5. You must have previously returned all equipment in a timely manner, in operating condition, and have a clean record of interaction with the equipment staff.
6. You must have turned in a copy of both sides of your CSULA ID, and the signed and filled out Equipment Check Out Agreement Form to the Equipment Staff.

The ability to check out equipment under these terms is at the sole discretion of departmental **equipment staff**, including student assistants. If **staff** inform you that you may not check out equipment, they may explain why, but may not be able to resolve the problem. Please do not argue with the **staff member** who declines to let you check out equipment. Accept his or her decision and attempt to resolve the problem elsewhere.

WHAT TO DO IF EQUIPMENT IS STOLEN WHILE IT'S CHECKED OUT

If equipment is stolen while it is checked out, the student who checked the equipment out is to call the Police Department for the area in which they are located immediately to report the theft. The student is to notify the equipment check out staff of the theft and provide the staff member with a copy of the police report as soon as possible. It is the student's responsibility to follow-up with the Police Dept. and to provide them with model numbers and serial numbers after discussing the theft with the department equipment staff who will provide that information to them for that purpose (the staff member is unable to do this since they did not report the theft.) By checking out equipment the student agrees that they will continue to communicate with the equipment staff and other interested parties about the theft until such parties are satisfied with the information provided. The student is responsible to pay for the replacement of all equipment and accessories that are stolen while checked out to them.

CARE OF EQUIPMENT

By checking out equipment, you agree:

- That you know how to operate the equipment.
- That you will not to use the equipment in a reckless manner.
- To remain aware and vigilant to keep the equipment as safe as possible.
- To report any damage to the equipment to the equipment staff as soon as possible.
- To notify the equipment staff if any of the equipment is not working properly as soon as possible.
- You will not leave equipment in an automobile.
- You will not leave the equipment unattended at a shooting location.

SHOOTING PERMITS

Most public locations require some sort of permit that will authorize your filming or videotaping at that location. You may receive a fine if you shoot without a permit, and municipal authorities such as city police officers or county deputy sheriff officers may shut down your production. Such permit to film or video tape is NOT the same as the insurance that may be required to shoot or videotape in that location. Your shooting permit does not indemnify you against anything. Also, please note, having permission to shoot in a given location is not the same thing as a release to tape or film a person or group of persons at that location. Where applicable, you still need to obtain releases from anyone you film or video tape, even if you have a permit to film in that location.

There are three possible situations for location shooting. Here is a summary of requirements for each.

1. Shooting Off Campus, in private location: you need written permission of the owners of such private locations to shoot, unless this is your own house.
2. Shooting Off Campus, NOT in a private location: you are responsible for acquiring proper permits for any location where you shoot. Permitting procedures and requirements vary by municipality. Generally, the city hall or administrative offices for the place in which you wish to shoot can provide the information you will need to file a shooting permit request. Never assume it is okay to film in a public place without a permit.
3. Shooting On Campus: students who intend to use locations on campus for their projects must secure written permission from the facility or building coordinator. First, contact the University's Public Affairs Office to ensure that your project will not conflict with other campus activities. The use of facilities such as the gymnasium, classrooms, or labs must be cleared through the facility manager

of that building. Securing permission to film or record in some major facilities, including the Luckman Fine Arts Complex or the Student Union requires additional steps. You should allow at least one working week to receive such permissions. Request forms for on campus production can be acquired from the University's Office of Public Affairs. In the absence of an official location filming request form, a letter containing the following may be submitted to the Public Affairs Office:

- Date of request
- Requested shooting date(s)
- Responsible student's name, address, zip code, phone number(s), email address, and student ID numbers
- Brief description of sequences to be shot (commercial, music video, promotional film, etc.)
- Specific description of the campus buildings, rooms, or area requested for shooting or taping
- Any specific details of the shoot that could have a bearing on the issuance of the permit (number of people involved, children, crowds, obstructions, etc.)
- Name and signature of sponsoring faculty member (generally the instructor of the course for which the student is filming or taping).

When the Public Affairs Office receives your completed request to film or tape on campus, an official in that office will check the availability of the requested venue for scheduling conflicts. If there does not appear to be any conflicts for the usage of the venue, that official will contact the student confirming that there are no major scheduling conflicts for the space. (Note: this is why it is critical your contact information be correct in your request, especially your email address. Public Affairs will take no responsibility for incorrect contact information.)

When the student has received notice of 'no conflict' for the use of the space for the date and time requested, the student must then contact the management of the building requested in order to secure permission to shoot or tape in that building or location. When the facility manager approves the use of the venue, this approval must be communicated to Public Affairs once again, so they can note the use of that space on the facility calendar and communicate that use to all parties involved (student producer, facility manager, faculty advisor, Campus Public Safety, and Parking Offices).

The student producer should make a copy of the final approval from Public Affairs and keep this document in possession during the shoot.

The Campus Public Safety Office must especially be alerted if the filmmaker intends to:

- a.) use weapons of any kind (knives, clubs, firearms, etc.)

- b.) use vehicles of any kind (skateboards, bicycles, cars, trucks, scooters, etc.)
- c.) film scenes involving fighting, blood effect, loud noises or yelling, or any other elements that may cause an unsuspecting observer/passersby to become alarmed.

Campus policies forbid the use of live animals, lewd conduct, open fire, smoke or simulated fog in any filming or video taping on campus.

INSURANCE FOR STUDENT PROJECTS

General Liability Insurance For the purpose of obtaining permits for student film or video shoots, the University provides **FilmLA** with an insurance letter. This letter, generated by the insurer of the University, covers the General Liability that may be required by the City or County of Los Angeles.

General Liability insurance is not insurance for the student **filmmaker**, but rather for the issuer of the permit, that is, the municipality in question. Its intent is to limit the liability of the city that has allowed you to film within its borders. Generally, most municipalities require this letter of indemnity from the University before students can film there. Some municipalities do not require student filmmakers to obtain permits for filming. It is your responsibility to find out what the specific requirements are for the area in which you plan to shoot.

You will need a letter from the College of A&L or TVFM department to the permit office of the specific city, county or unincorporated municipality in which you hope to shoot. This should allow you to receive a valid permit, though additional documentation, forms, or paper work may be required by the specific city, county or unincorporated municipality in question. Those requirements likely vary from city to city. For permit information for the city and county of Los Angeles, you can reach **FilmLA** at:

FilmL.A., Inc.

1201 W. 5th Street

Suite T-800

Los Angeles, CA 90017

Tel: 213.977.8600

Email: info@filmla.com

www.filmla.com

Students and faculty are FORBIDDEN FROM CONTACTING THE UNIVERSITY'S INSURANCE COMPANY. All contact with the insurance company must originate with the University Risk Management Office. Faculty members who need insurance information for students should contact the Risk Management Office with the understanding that it will take a MINIMUM of 10

days to receive proof of coverage. ALL INSURANCE QUESTIONS SHOULD BE DIRECTED TO THE UNIVERSITY RISK MANAGEMENT OFFICE.

STUDENTS ARE NOT TO CONTACT THE RISK MANAGEMENT OFFICE – RISK MANAGEMENT PERSONNEL WILL ONLY DISCUSS INSURANCE ISSUES WITH THE STUDENT’S PROFESSOR.

If this is not observed, you put your shoot in jeopardy by having your insurance request delayed or rejected.

If a student should need to shoot in a municipality currently not listed with our insurance company, the student is responsible for obtaining all information required by that city’s permitting authority. In cases where permitting requirements are in conflict with our contract with the insurance company, it is then necessary for the student to purchase additional insurance.

Students need to allow sufficient time for their request to be completed before a permit can be issued; this may be anywhere from seven days to several weeks. If you are supplying additional support letters to a permitting agency certifying your affiliation with the University, you must include the following information:

1. Full name and address of city, county or municipal agency issuing the permit.
2. Name of contact person at that agency.
3. Correct phone, extension and fax number of that agency.
4. Specific details, and language necessary for insurance.
5. The dates that filming is expected to take place.
6. Your name, address, phone number, e-mail, student ID number, and any other contact information so you can be contacted with the results of the permit request.

You then must submit this information to the instructor of the course for which you are shooting. The instructor of that course will verify the information and forward that document to the University’s Risk Management Office for further processing. You should be notified by the granting municipality directly whether or not your permit has been approved. The University and its agents are not responsible for verifying the information provided by the student.

PERMIT LETTERS

Permit letters will not be issued to any city that is outside the “50-mile radius.” For the purposes of this rule, that is any point more than 50-miles from the CSULA campus. Filming of project outside the 50-mile radius is not sanctioned by the University, and the University assumes no liability or responsibility for students who violate this rule. General Liability insurance is not insurance for the student **filmmaker**, but rather for the issuer of the permit. Its intent is to limit the liability of the city that has allowed you to film within its borders.

You, the student **filmmaker**, are responsible for any amounts deductible under this insurance coverage. In the case of the City of Los Angeles, that means that you are responsible for damages up to \$250,000.00. FOR THE VAST MAJORITY OF STUDENTS, THIS MEANS THAT IN EFFECT, YOU ARE NOT INSURED.

ADDITIONAL INSURANCE, EQUIPMENT RENTAL INSURANCE

Liability insurance is not property insurance. This type of insurance indemnifies party “A” against party “B” for damages committed by party “A”. You are responsible for any damages to private property incurred while filming or taping. Additional insurance for private property may be purchased through outside insurance companies. The most common types of additional insurance needed by students are

- a.) additional General Liability insurance up to \$250,000.00 to cover the aforementioned deductible, and**
- b.) Miscellaneous Equipment Insurance to cover replacement costs of rented equipment and props.**

A good source for insurance information is the LA411 film industry directory, and its online version, LA411.com. A list of vendors can be found at the end of that publication. This list is provided only as a reference, and the University does not endorse any service.

THE UNIVERSITY DOES NOT PROVIDE PRIVATE PROPERTY LIABILITY OR EQUIPMENT INSURANCE.

PROHIBITION OF ACTING ON BEHALF OF THE UNIVERSITY

All execution of contracts / agreements on behalf of California State University Los Angeles are handled in the Office of Procurement and Contracts. There are specific and a limited number of persons on campus with authority to enter into agreements or contracts on behalf of the University. That list does not include students, faculty, departmental staff or even the Office of the Dean.

If you need additional clarification on such policies and procedures please contact the Department Chair for additional clarification and direction, or contact the Office of Procurement and Contracts.

EDIT LAB (MUS 255)

The edit lab is generally accessible from 11:00 am to 6:00 pm Monday through Thursday, except when classes or labs are meeting in those rooms. The lab is NOT open on Saturday, or Sunday.

Exact lab hours for each quarter will be posted on the door to MUS 255. A notice will be posted on the door to MUS 255 if unexpected circumstances require the closure of the lab during regular, posted lab hours.

When the lab is open for TVFM student **postproduction** use, a student lab assistant may or may not be on duty to answer simple questions or offer assistance.

When available, lab assistants are on premises for general **technical** assistance only; it is not their duty **or responsibility** to assist in the completion of your project or teach you how to use the software in the edit lab.

BEFORE YOU BEGIN CREATING WORK ON EDIT LAB COMPUTERS, BE SURE YOU UNDERSTAND ALL PROTOCOLS FOR IDENTIFYING YOUR WORK AND SAVING IT. WORK, WHICH IS EITHER IMPROPERLY IDENTIFIED OR PLACED IN AN INCORRECT LOCATION MAY BE DELETED WITHOUT WARNING.

Editing lab policy requires that you save your work to an external hard drive. In Final Cut Pro, this is the “save to scratch disk” command. There are similar commands for all the editing and composition programs we use. **ALL DATA STORED TO THE COMPUTER’S INTERNAL HARD DRIVE WILL BE AUTOMATICALLY DELETED ON A DAILY BASIS. THERE IS NO WAY FOR DATA TO BE RECOVERED ONCE IT HAS BEEN DELETED.**

The ADR Booth inside the Edit Lab is not reserved and can be used on a first-come-first-served basis. The ADR Booth is only available for use during open edit lab hours which can be found on the door of Mus 255. Instructions for using the ADR booth can be found taped to the desk in front of the ADR Station. The audio from the booth is recorded using the CDR deck to a blank CDR that you must provide; audio can not be recorded to the computer at the station. The instructions for using the CDR Deck can be found on the wall behind the station. Staff members can help students use the ADR booth if their professors and TA’s cannot be found and only if the staff member has time to do so. Do not attempt to use the ADR booth unless you have the knowledge to use the equipment safely.

EDIT SUITE ACCESS POLICY

The individual edit suites (MUS 203ABC, 205ABC) are available for use by authorized students currently enrolled in authorized classes. Access to the edit suites is by personal PIN code number entered into each room’s keypad lock.

Edit suites are accessible Monday through Saturday from 8am to 11pm. No access is permitted on Sundays, Holidays, Quarter Breaks, or Campus Closure Days.

Edit Suites are intended to be used by students for class projects.

Edit suite access is a privilege granted only to students in good standing that are currently enrolled in specific classes.

Edit suite access and equipment checkout privileges may be revoked if:

- **You leave the edit room open and unattended,**
- **You give out your edit room PIN code to another student,**
- **You unlock an edit room door for someone other than yourself,**
- **You leave personal belongings or trash in the edit room,**
- **You occupy the edit room outside of authorized hours,**
- **You play any media so loud that the staff believes it is harmful to the equipment,**
- **You use an edit suite for a purpose other than its intention,**
- **You have equipment overdo,**
- **You have not paid for equipment repair or replacement that you are responsible for,**
- **You returned equipment late and have been given a temporary loss of departmental privileges,**
- **The discretion of the staff deems it necessary for any reason.**

If you have a problem or issue accessing or using the edit suites you need to report it to the TVFM Staff as soon as possible.

The Department of TVF&M expects all of its students to act in a courteous and respectful manner. Arguments over edit suite access and use that result in the raising of voices, swearing and/or name-calling will not be tolerated and Student Discipline Reports may be filed with the TVFM Chair's Office, The Office of the Dean of Arts & Letters and the Campus Judicial Affairs Office.

Criminal charges including, but not limited to, trespassing, vandalism and burglary may be filed against any person who violates the edit suite access policy.

UNAUTHORIZED COPYING/PIRACY

The University also forbids any unauthorized copying of intellectual property. This means that with the exception of "fair use" of recorded materials for news stories, compilations, reviews or **classroom** use, you may not duplicate audio or videocassettes, CDs, DVDs, **software**, or any online materials without the

expressed consent of the owners of those materials. If you are unclear of the terms of “fair use”, please study them before you make unauthorized copies.

USE OF STUDIOS

Studio space in this department is generally not available except for authorized class projects during designated class/lab time. Students enrolled in a Directed Study course (TVFM499) may be permitted to use the studios on a space available basis, and only after having received authorization from their faculty director. Due to liability issues, a full-time faculty or staff member must be **available/accessible to** students at all times during their use of studio space.

COPYRIGHT OF STUDENT-CREATED WORK AND RELEASE FORMS

In accordance with CSU policy, all students retain the copyright to their own created works. In addition, CSULA TVFM and TVFT students agree to grant Cal State L.A. non-exclusive copyright privileges to their student-created works for any non-commercial purposes including exhibition, publicity and promotion.

As the primary copyright holder and the owner of the student-created work, the student is legally responsible and liable for issues arising from the production including but not limited to those such as problems associated with talent releases, permission and permit problems, use of intellectual property, distribution and financing problems, etc.

Under no circumstances is the University to be held liable for issues arising from agreements or negotiations made between the student filmmaker/producer and other parties, and the student is expressly forbidden from entering into agreements or contracts on behalf of the University. You are strongly advised (and may be required, in some classes) to obtain and keep copies of legal agreements made in association with your work, such as talent release forms, filming permits, etc.

STANDARD POLICIES/PROHIBITIONS

Standard University policies **and prohibitions** apply in our studios, labs and classrooms at all times. **Prohibited items/activities may include but are not limited to:**

The use of open flames or fire; the use of flammable materials or liquids; the use or possession of illegal/illicit drugs or drug paraphernalia; the possession or use of firearms or other weapons; activities involving the mistreatment of animals; activities involving the mistreatment or

exploitation of minors; pornographic activities; activities involving the gratuitous depiction of sex or violence.

Any requirement or condition other than routine use of the equipment or facilities must be authorized by staff prior to such production.

Any personal property found by staff in studios, labs, or edit suites may be temporarily held for retrieval by the owner but will be taken to Campus Lost & Found located at the Public Safety Building as soon as possible.

CLEAN UP

When you work in one of our production facilities, media labs, **edit suites**, or classrooms, whether as part of a class, during a lab exercise, or in any other capacity, you must take responsibility for cleaning that facility when you are done. Regardless of its condition when you entered, you will be responsible for cleaning that room when you use it. This includes the return of equipment and furniture to their original or proper location, and the removal of **trash**, props, or other items that do not belong in the facility. No food or drink is permitted in studios, control rooms, or media labs at any time. Smoking is prohibited indoors in all University buildings, and within 20 feet of a building's exterior.



TV, Film & Media Studies Equipment Check Out Agreement

By signing this agreement, I signify that I have read the document entitled "Policies & Procedures, TV, Film & Media Studies, California State University, Los Angeles, (the Handbook).

Furthermore, I understand the terms and policies contained in the Handbook and will abide by them. I also understand that if I do not observe and comply with the terms and policies laid out in the Handbook, I may be subject to disciplinary actions initiated by the University, including but not limited to, having holds placed on my grades, applications for registration, or financial aid, as well as the University taking other legal actions commensurate with the nature of the infraction of those rules and policies.

As borrower of University property, I verify that all equipment for which I am responsible is present and operational at the time of checkout and I attest that I possess technical proficiency to use each piece of equipment checked out. I will be financially responsible for all equipment checked out with my ID card, pursuant to Section 8657 of the State Administrative Manual, which says "...lost, stolen, or destroyed property will be charged against responsible individuals." I will be personally responsible for equipment in my care at all times. I will return items on the scheduled return date and time. I will use the equipment for official California State University Department of TV, Film and Media Studies related projects only. **THE UNIVERSITY ASSUMES NO RESPONSIBILITY FOR INJURIES INCURRED OR PROPERTY DAMAGED RESULTING FROM THE USE OF BORROWED EQUIPMENT.**

I understand that this agreement will remain in force as long as I am working towards the completion of the degree that I am currently working towards at CSULA and that any disputes that arise from this agreement will be settled through the appropriate channels of the University, or if need be, in the legally convened courts of the State of California.

I understand that the use of my CSULA ID card will allow me to check equipment out and I agree not loan my CSULA ID card to another individual for that purpose or any other purpose. I know that I will still be financially responsible for items checked out with my ID card whether or not I was the one who used it to do so.

I also agree to update all contact information, listed herein, with the TVFM Dept. so that it remains current.

Last Name _____

First Name _____

Residential Address _____

Residential Address 2 _____

City _____ State _____ Zip Code _____

e-mail address _____

Cell Phone Number _____

Home Phone Number _____

Signature _____ Date _____