Welcome to the Film & Digital Media Department facilities in the Communications Building at UCSC. We are very proud of our new, well-equipped spaces and look forward to sharing them with you. These spaces are in great demand by other campus and off-campus users so we have had to develop a reasonable and equitable means to deal with all requests. Hence, the attached application procedure and form. Included in the attached paperwork is a listing of the various spaces that are available and the associated cost to use each of these variously equipped rooms.

COST?? - you ask in surprise!! Well, these are highly specialized spaces on campus and we must make every effort to ensure that the spaces and equipment are always up to top performance and condition for our classes. As is true for most other departments and units on campus, our operating budget is very lean and our staffing is quite limited. We cannot (as much as we would like to) afford to support the wear on our facilities and equipment and staff without charging for use of our spaces. The attached list of rental costs have been approved by the campus fee committee and are comparable to fees for use of other spaces and associated staff support on campus.

If you would like to request to use one of our rooms: 1) Check with department assistant (film@ucsc.edu, 459-3204) for availability of the room 2) Review the conditions 3) Complete both pages of the space rental agreement 4) Fax the agreement to 9-1341 or email as an attachment to film@ucsc.edu.

Once submitted, your application will be reviewed by our department for approval. Please allow at least five working days to process your request. Once it has been approved or denied, you will be contacted by the department assistant via email or phone.

Thank you for understanding and we look forward to working with you!
FILM AND DIGITAL MEDIA DEPARTMENT SPACES
USER CONDITIONS

1. Arrangements must be made as far in advance as possible, but no sooner than the second week of classes in each quarter for one-time, one-day requests. Request application is attached and must be submitted at least 4 weeks in advance of event.

2. Someone with authority to represent the requesting unit will sign this agreement to acknowledge an understanding of all expectations related to use of FIDM space.

3. Students who request use of our space will be required to have a faculty sponsor or adviser who will sign this agreement and will be responsible for mediating any problems. Student requests must be in writing and must include all specifics: date, time, and purpose for space use; student’s contact info, major, campus affiliation (if applies to use of space); faculty sponsor and contact information.

4. Any unit or student who requests use of our space(s) for a course must provide a contact name which represents the unit sponsoring the course. Sponsoring unit must sign this agreement and provide FOAPAL information to cover the charges for use our space and any damage to equipment which might be attributed to use of space by this course.

5. Primary user of space is required to meet with FIDM technical staff for an introductory review of the space requested and a basic interview to determine if more extensive training and/or tech support might be required, based upon user’s level of expertise and level of equipment usage planned by the user. This meeting MUST occur at least one week prior to planned use of the space.

6. The primary user of the space agrees that they will not connect any external audio/video equipment to our fixed equipment installations, alter the menu settings of the equipment, or alter the cabling/routing of our A/V equipment without prior consent and supervision by FIDM technical staff.

7. Department chair, manager or technical manager may, at their discretion, cancel any agreement to use FIDM space. Likely reasons for cancellation: failure to meet with tech staff in timely manner; failure to arrange and/or attend a required follow-up meeting; decision that planned use of FIDM space is not within acceptable parameters for security, safety or potential equipment damage; original description of event has been altered and/or expanded.

8. Sponsoring unit understands and agrees that damage to FIDM space, furniture, and/or equipment will be charged to their unit. Notice of such damage would be expected immediately following an event, or at the earliest possible assessment by FIDM technical staff. Damage could be the result of leaving space unsecured after usage, or as result of occupants during the sponsored event. Units are encouraged and welcome to inspect the FIDM space prior to their event.

9. No food or drink in our spaces. The use of combustibles not limited to cigarettes, incense, candles, oil lamps, and smoking devices are also forbidden.

List of room rental and tech support rates is attached. Also attached is a basic application form that can be used for most requests.

Finally, FIDM space in the Communications Bldg. is intended primarily for instruction for FIDM majors. Our studio spaces and computer lab will have limited availability since our students use these spaces extensively outside classroom time for the production and editing of their works. Especially throughout the academic year we expect that there will be very little access to our spaces at Communications Bldg. Final decisions on requests, grievances, denials will be left to the department chair.

FOOD/DRINKS ARE NOT ALLOWED IN OUR SPACES.
# FILM & DIGITAL MEDIA SPACE RENTAL FEES

<table>
<thead>
<tr>
<th>ROOM</th>
<th>Type</th>
<th>Full Day-UC User</th>
<th>1/2 Day-UC User</th>
<th>Full Day-Non UC User</th>
<th>1/2 Day-Non UC User</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>117</td>
<td>Seminar</td>
<td>$75</td>
<td>$50</td>
<td>$150</td>
<td>$100</td>
<td>seats 20 basic media rack and monitor</td>
</tr>
<tr>
<td>119</td>
<td>Screening &amp; Seminar</td>
<td>$100</td>
<td>$75</td>
<td>$200</td>
<td>$150</td>
<td>seats 30 DVD/VCR, large screen</td>
</tr>
<tr>
<td>121</td>
<td>Seminar</td>
<td>$75</td>
<td>$50</td>
<td>$150</td>
<td>$100</td>
<td>seats 20 - basic media rack, monitor, and large screen</td>
</tr>
<tr>
<td>130</td>
<td>Screening</td>
<td>$100</td>
<td>$75</td>
<td>$200</td>
<td>$150</td>
<td>seats 30</td>
</tr>
<tr>
<td>Studio A</td>
<td>Screening</td>
<td>$100</td>
<td>$75</td>
<td>$200</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>140</td>
<td>Production Studio</td>
<td>$150</td>
<td>$100</td>
<td>$300</td>
<td>$200</td>
<td>Production Studio with green screen</td>
</tr>
<tr>
<td>Studio B</td>
<td>Production</td>
<td>$150</td>
<td>$100</td>
<td>$300</td>
<td>$200</td>
<td>Production Studio with green screen</td>
</tr>
<tr>
<td>113</td>
<td>Screening &amp; Classroom</td>
<td>$100</td>
<td>$75</td>
<td>$200</td>
<td>$150</td>
<td>20 seats, MiniDV/DVCAM, DVD/VCR, 7.1 surround</td>
</tr>
<tr>
<td>Studio D</td>
<td>Screening</td>
<td>$100</td>
<td>$75</td>
<td>$200</td>
<td>$150</td>
<td>20 seats, MiniDV/DVCAM, DVD/VCR, 7.1 surround</td>
</tr>
<tr>
<td>150</td>
<td>Theater &amp; Lecture</td>
<td>$300</td>
<td>$150</td>
<td>$400</td>
<td></td>
<td>90 seats, dolby surround, DVD/VCR, laser disc 16mm, laptop, network</td>
</tr>
<tr>
<td>Studio C</td>
<td>Theater</td>
<td>$300</td>
<td>$150</td>
<td>$400</td>
<td></td>
<td>90 seats, dolby surround, DVD/VCR, laser disc 16mm, laptop, network</td>
</tr>
<tr>
<td>11</td>
<td>Computer Lab</td>
<td>$830</td>
<td>$608</td>
<td>$954</td>
<td>$700</td>
<td>20-seat digital media lab Video and sound editing software</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Full Day-UC User</th>
<th>1/2 Day-UC User</th>
<th>Full Day Non UC</th>
<th>1/2 Day Non UC</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Tech Support</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
<td>Required for all spaces with equipment.</td>
</tr>
<tr>
<td>Other Tech Support</td>
<td>830</td>
<td>608</td>
<td>954</td>
<td>700</td>
<td>Same rate as IC lab (20 seat lab).</td>
</tr>
</tbody>
</table>

Studio A - Sound is very "dead" in this room. Visit slugfilm for more details and photos of our spaces [http://slugfilm.ucsc.edu/facilities](http://slugfilm.ucsc.edu/facilities)

Film and Digital Media Department
Communications Building
Space Rental Request

Primary user name ___________________________ Phone: _______________

Email: __________________

Primary sponsoring unit ________________________________
(i.e., division, dept, CATS, SOAR)

Dept./Unit manager or chair ___________________________ Phone: _______________
(primary sponsoring unit)

Email: __________________

FOAPAL ___________________________
(primary sponsoring unit)

Acct. or business mgr. ___________________________ Phone: _______________
(primary sponsoring unit)

Email: __________________

Event Date(s): ________________________________ Time(s): __________________

Event Name: ________________________________

Participants:
• please list all sponsoring units

• please list all speakers, presenters, media titles

Estimated number of attendees: ______________

Communications Space Requested: ______________
Film and Digital Media Department
Communications Building
Space Rental Request

Event Description

Describe technical needs:

Primary user signature: ________________________________ (date)

If requesting party is a student:
Faculty Adviser: ________________________________

Signature: ________________________________ (date)