

Production Plan & Agreement for Fremont Facilities Usage DXARTS 545

To use the Fremont facility, you will need to be checked out on safe and proper use of the gear and space, if you don't know if you are then you probably aren't!

Policies for use:

1. Read and fill out form completely, use additional pages as necessary. Provide a copy to your Instructor, the Fremont Studio Manager, and DXARTS Tech Coordinator one week before requested date.
2. Access times are from Thursday-Sunday, 6 PM-6 AM. You will be making a reservation to use the soundstage (Observatory), kitchen, and bathroom areas only and are not allowed to use power tools (except hand tools in cabinet), or any other areas/equipment.
3. Student Director must remain in the space during entirety of shoot. Keep all doors locked at all times.
4. Student Director must contact Fremont Facilities Manger for key code and your DXARTS faculty to check out key. Key must be returned upon completion of reservation time, subject to standard University of Washington key replacement policy.
5. The requesting student, (director of the shoot) assumes all responsibility for the proper use of the facility and equipment regardless of presence or involvement of other students in the class.
6. Crew can only consist of other students in the 545, and must also be trained on the use of DXARTS equipment, and checked out for use of the space. If additional crew is needed for specific technical reasons, indicate so in crew list below. Demonstrated prior video experience or completion of DXARTS video sequence necessary to schedule a shoot. Cast members are not allowed to handle DXARTS equipment. Remember to use the buddy system when working with potentially hazardous equipment like the scaffolding.
7. Report any missing or broken equipment at the beginning of the shoot.
8. Be good citizens- be respectful of other students using the space and any works in progress. Negotiate any special needs (lighting, sound, etc.) in a courteous manner. Introduce yourself to others entering the facility, and be vigilant of the your surroundings especially at night.
9. Return equipment and facility clean and in proper order to the satisfaction of the Fremont Studio Manager (better than the way you found it is a good rule of thumb). Remember, no tape on the walls, no big items in dumpster and haul away any props or materials you brought in.
10. Contact instructor immediately if problems arise. In case of serious emergency call 911 first.
11. Email instructor, DXARTS tech staff, and Fremont facilities manger upon completion of shoot. Report any problems or concerns (including any damaged equipment), and the conditions of the space as you left it.

Student Director: _____ **Date:** _____

Cell phone: _____ **Email:** _____

Date(s) requested: _____

Names & contact info of cast, crew, and anyone else you will be admitting to the Fremont production facility:

Give a detailed description of production, including what equipment will be used, and what props/materials will be brought into the space:

By signing below, you acknowledge that you understand and agree to the above named policies.

Signature: _____ Date: _____