

**Equipment Checkout Agreement**  
 Film, TV & Media Arts Department  
 Visual and Performing Arts Division (VPAD)  
 Glendale Community College  
<https://www.glendale.edu/mediaarts>

*“Equipment is a privilege, not a right”*

**Full Time Faculty**

**Full Time Staff**

<b>Geri Ulrey</b> Chair, Media Arts Department FTVM Courses: 46, 50, 107, 108, 120, 130, 131 Office: SG 331 Phone Ext. 5677 Email: <a href="mailto:gulrey@glendale.edu">gulrey@glendale.edu</a>	<b>Michael Doyle</b> Instructional Support Technician Office: SG 336 Phone Ext. 5610 Email: <a href="mailto:mdoyle@glendale.edu">mdoyle@glendale.edu</a>
<b>Deb Diehl</b> FTVM Courses: 137, 139, 272 Office: SG 335 Phone Ext. 3089 Email: <a href="mailto:ddiehl@glendale.edu">ddiehl@glendale.edu</a>	

**Adjunct Faculty**

Name	Moises Perez	Chris Borey	Carley Steiner	Brandon Wilson	Martin Ibarra-Ramos
Class	FTVM 100	FTVM 112, 132	FTVM 100, 103	FTVM 100, 130	FTVM 100, 135
Email	<a href="mailto:moisesp@glendale.edu">moisesp@glendale.edu</a>	<a href="mailto:cborey@glendale.edu">cborey@glendale.edu</a>	<a href="mailto:csteiner@glendale.edu">csteiner@glendale.edu</a>	<a href="mailto:csteiner@glendale.edu">csteiner@glendale.edu</a>	<a href="mailto:mibarramos@glendale.edu">mibarramos@glendale.edu</a>

Name	Olubunmi Oguntolu	Moana Sherrill	Cortney Colvig
Class	FTVM 45, 100	FTVM 130	FTVM 257
Email	<a href="mailto:ooguntolu@glendale.edu">ooguntolu@glendale.edu</a>	<a href="mailto:msherrill@glendale.edu">msherrill@glendale.edu</a>	<a href="mailto:ccolvig@glendale.edu">ccolvig@glendale.edu</a>

**Film, Television & Media Arts Courses**

FTVM 45	<b><i>Internship and Job Preparation</i></b>
FTVM 46	<b><i>Field Studies in Film, TV and Media Arts</i></b>
FTVM 50	<b><i>Film, Television and Media Arts Internship</i></b>
FTVM 100	<b><i>Aesthetics of Cinema</i></b>
FTVM 103	<b><i>Emerging Global Cinema</i></b>
FTVM 107	<b><i>Beyond Hollywood: Gender, Race and Sex</i></b>
FTVM 108	<b><i>Documentary Film Aesthetics</i></b>
FTVM 112	<b><i>Introduction to Screenwriting</i></b>
FTVM 120	<b><i>Writing for Media</i></b>
FTVM 130	<b><i>Cinematic Storytelling Pathways</i></b>
FTVM 131	<b><i>Introduction to TV Studio Production</i></b>
FTVM 132	<b><i>Introduction to Film Production</i></b>
FTVM 135	<b><i>Introduction to Audio Production</i></b>
FTVM 137	<b><i>Introduction to Cinematography</i></b>
FTVM 139	<b><i>Introduction to Editing</i></b>
FTVM 257	<b><i>Grip and Lighting Practicum</i></b>
FTVM 271	<b><i>Documentary Filmmaking</i></b>
FTVM 272	<b><i>Advanced Film Production</i></b>

Please refer to the GCC catalog for full course descriptions.

**GCC Catalogs by academic year can be found online at:** <https://www.glendale.edu/academics/catalogs>

## **Equipment Checkout by Class**

Please refer to the *Equipment Request Form* for your class from the [Equipment Protocol Page](#) for a complete list of what equipment is allowed for checkout.

## **Media Arts Computer Labs**

Students enrolled in any Media Arts class may use the San Gabriel Media Arts Lab (SG328). Lab hours vary by semester, please check the door.

## **BEFORE YOU CAN CHECK EQUIPMENT OUT:**

Only students currently enrolled in Media Arts Classes may access facilities and equipment.

To check out equipment all borrowers must:

- Complete the "Equipment Checkout Agreement" with current contact information.
- Provide a photocopy of the front and back of your GCC ID.
- Provide a photocopy of your government issued photo ID.
- Provide a proof of enrollment.
- Present a GCC ID upon checkout of equipment.

## **ADDITIONAL EQUIPMENT CHECKOUT POLICIES**

Equipment must be returned directly to lab staff in person, by the same borrower who checked it out. Equipment cannot be transferred between borrowers.

**Equipment is loaned for the purpose of completing student projects.** Equipment is not loaned for commercial projects or for the use of persons assisting or hired by the borrower. Borrowing equipment for another's use will result in loss of access to all equipment.

***Students agree not to film with any type of weapon, from prop gun to real or implied weapon. Additionally, students agree to not film with children or animals for any student project using GCC student gear.***

Students who owe late or repair fees are not allowed access to any overnight equipment until all fees have been paid.

Repeated late or damaged returns will result in loss of access to all equipment. We have instituted a three strike policy. Please consult the Film, TV & Media Arts office for more information.

Overnight loans may only be renewed with at least 48 hour notice before your scheduled return date and cannot be guaranteed.

## **TV Studio & Control Room**

Your class may involve you meeting, shooting, or working in the Media Arts TV Studio. Please be advised that there is a lot of expensive equipment: lights, curtains, speakers, cameras, tripods, an HD Projector & a Blu-Ray player. Students are only allowed access to various equipment as directed by the instructor or staff. DO NOT play with items that are not strictly part of the class curriculum.

Do not place tape of any kind on the floors without permission from staff or instructors. Paper Tape is the only approved tape to use in the TV Studio. Both overhead lights and markings on the lightboard should not be moved without instructor or staff approval. Disciplinary action includes revocation of equipment and in some cases it will affect your grade.

## **Reserving Rooms**

The Whisper Booth Room (HS 126) and the TV Studio (SG 329) may be reserved in certain situations for student projects ONLY. You must first get approval from your professor before contacting the Instructional Support Technician to schedule your reservation. You will need to leave your ID with FTVM personnel for the duration of your reservation.

**Additional Important Numbers**

GCC Police Emergency  
GCC Police Non-Emergency  
Outside GC Police Emergency

(818) 240-1000 Ext. 4000  
(818) 240-1000 Ext. 5205  
(818) 409-5911

**MEDIA ARTS EQUIPMENT CHECKOUT AGREEMENT**

**(Please print clearly)**

NAME \_\_\_\_\_ Media Arts Class # \_\_\_\_\_

ADDRESS \_\_\_\_\_ City/Zip \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

GCC ID BARCODE: \_\_\_\_\_ GCC ID# \_\_\_\_\_

(leave blank if you don't have one)

GCC EMAIL \_\_\_\_\_ SECONDARY EMAIL \_\_\_\_\_

Please Initial once you have read and understand the following:

- Once the equipment leaves the lab office, it is my responsibility, both physically and financially. This includes all parts, accessories and extra items listed. \_\_\_\_\_
- I understand that I have 24 hours to check my equipment and alert the Instructional Support Technician of any malfunctioning equipment. \_\_\_\_\_
- When I return the equipment, I understand it will be checked for any new damage or missing items. If there is any damage or missing parts, **I will be financially responsible for the repairs or replacements.** \_\_\_\_\_
- I AGREE TO NOT ATTEMPT MY OWN REPAIRS. \_\_\_\_\_
- I will not handle or operate any equipment, tools, or materials until I have been trained and authorized by the appropriate faculty/staff. \_\_\_\_\_
- If I am late or miss my return appointment due to an emergency, I will be required to show proof (such as a doctors note). \_\_\_\_\_
- If any equipment is stolen while in my possession, I must report it to the GCC or local police and show proof of that report. \_\_\_\_\_
- I agree to never leave equipment in a car unattended for any amount of time. This includes leaving equipment unattended in the trunk. \_\_\_\_\_

- Unless special arrangements are made in advance with the Instructional Support Technician, all equipment loaned overnight is due back on the date listed on your signed Equipment Checkout Form. LATE FEES ARE \$10 PER ITEM, PER DAY, AND THERE IS NO GRACE PERIOD. \_\_\_\_\_
- I also know that not paying late fees will detrimentally affect my future enrollment. \_\_\_\_\_
- I understand that failure to abide by these rules will result in the revocation of my **privilege** to use the facilities and/or borrow equipment. I will take full responsibility for any and all late fees that I incur. \_\_\_\_\_

\*\*Equipment more than 4 days late will be considered stolen and reported to both the GCC Police Dept. and the college administration. Students may be subject to disciplinary action and criminal charges. Late fees will continue to accrue until equipment is returned or replaced.

**By signing below I am acknowledging my understanding and agreement of the Media Arts Department's rules and policies.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_