Longwood University
Department of Communication Studies
Communication Studies Facilities and Equipment

Policies & Procedures
Purpose

The purpose of this document is to provide guidelines to ensure the health and safety of all people who use the communication studies facilities and equipment.

These policies and procedures apply to anyone who uses the facilities. This includes all workers, volunteers, employees, community groups, producers, crew, guests and performers.

Overview

Our lab features the latest pro-level creative software, including Final Cut Pro X, Adobe Premiere Suites Pro, Photoshop, and After Effects.

Facilities include high-end state of the art video and film cameras with accessories, professional lighting kits, green screen, control room, video-editing suites (French G202, G204, G206, G210, G213, and G214). A media production screening room to critique your final projects in French G216. The editing classroom is located in French G208.

When in the studio, it is important that all users treat the studio, equipment and each other with respect and care to ensure that the studio is as safe and user-friendly as possible. Any damages or injuries should be reported immediately and anyone acting irresponsibly will be removed.

Hours of Operations

Posted on student’s office door French G217
Subject to change. To request an extension on checked out equipment, call the equipment checkout office at 434-395-4858. If the equipment has not been reserved already, you may extend your equipment due date.

Equipment & Studio Late Fees & Penalties

- Checked out equipment returned late will incur a late fee of $10 dollars a day to the student who checked it out. To avoid the late fee, all components of the checked out equipment (e.g., cables) must be returned on time.
- Breakage due to negligent, or lost or stolen items may result in the person who checked out the equipment being charged from $250 up to the full replacement for each item.
- All fees will be charged to your student account.
- Serial abusers will have all equipment and editing suits privilege revoked for the semester.

Adopted: January 8, 2016
Roles and Responsibilities of Editing Suites and Studio Users

All crewmembers involved in the production must sign the French Facilities User Agreement Form during the office hours posted in French G217 before working in the studio. In doing so, they agree to abide by the Studio’s Safety and Operational Policies.

- No access is permitted to the general office areas French G212 or G217 unless accompanied by the instructor. These areas are strictly for authorized personnel only.
- The facilities of the student worker’s office in French G217 or the editing suites (including but not limited to computers, internet access, printers, and general office furniture) are not to be used by studio users. Any studio user found misusing or misappropriating the facilities and equipment will be banned from using the studio.

Any damages to the studio, editing suites, lab, or any equipment, including something not functioning correctly, should be reported to the Studio Engineer or Instructor immediately.

The green room located in French room G104 must be cleaned at all times. When using the green room, please ensure all personal items are cleared out when production is over.

Safety Rules & Procedures

ALWAYS FOLLOW THE GENERAL HEALTH AND SAFETY RULES LISTED BELOW. Anyone who disobeys these rules will be corrected or prohibited from moving studio sets.

Clothing Requirements
- Anyone entering the studio must wear closed-toe shoes.
- High heels are not permitted on the studio floor.

Bags & Personal Possessions
- Personal items should be placed in the green room G104, and not left in the corridor, studio or control room.

Spillage & Breakages
- Spills or breakages must be cleaned up immediately after they occur, and reported to the student worker or the studio technician.

Tripping Hazards
- Any excess equipment, props etc. should be stored away from doors and walkways.

First Aid Kit & Defibrillator
- Our first aid kit and defibrillator is located on the first floor at the heating plant side stairwell door of French Hall.
**Video Editing Suites Policies**  
(French G202, G204, G206, G210, G213, and G214)

- Students must swipe using ID to enter editing suites G202, G204, G206, 210, G213, and G214.
- No food or drinks are allowed in any of editing suites.
- Do not litter in the labs. Throw away any trash at your station.
- Do not disconnect any wires or cords in an attempt to troubleshoot. If there is a problem and the lab attendant is not available, either move to a different station or come back when the lab attendant is available.
- Please be courteous and respectful to the student worker and lab users. Report any problems immediately to the Studio Engineer in a written note or email.
- Never remove hard drives from the lab under any circumstances. If using your own drive be sure to label it clearly.
- Do not move equipment from one station to another.
- If you must leave to make a call, tell the student worker when you will be returning and leave a note on your station. If a station is left unattended for more than 10 minutes and the student worker has not been notified, your project will be closed and your material will be placed in the student worker’s office G217.
- System logs are reviewed periodically and violation of this policy can result in the loss of lab privileges.
- When you are finished using the computer system, log out, but do NOT shutdown computers.
- Longwood University faculty and staff are not responsible for lost or damaged data. Please save your work frequently.
- In Open Lab areas, workstations are available on a first serve basis. During busy periods a time limit may be imposed to ensure all students can have equal access.
- Users are also subject to the Longwood University’s Computer Use Policies under the Academic Computing Labs Policy 6102. For more information on the computer use policy, visit [http://www.longwood.edu/policies/6102.htm](http://www.longwood.edu/policies/6102.htm)

Production Laboratories provide the access students need to master the skills of the industry and produce professional results. Filled with the best equipment, software and technology, our labs offer systems and software for writing, design, photojournalism, video and audio production, and new media design and evaluation.

Digital Editing Lab use is a privilege, not a right. Abuse of lab policies will result in temporary or permanent suspension of lab privileges.
**Video Editing Classroom**  
*(French G208)*

The classroom is used for teaching purposes only, unless given permission by instructor or authorized personnel. Make sure you log off your computer, but do NOT shutdown.

The classroom will be available for all communication studies majors from 7am-12 midnight.

**Television Studio Procedures**

**Operations**
- Only operational personnel are allowed in the control room and studio floor during shoot unless authorized by an instructor.
- **Studio Settings**
  - Studio users must not unplug, rearrange or adjust the settings on any equipment without checking with the studio technician or instructor first. If any settings are incorrect or not working, the Studio Technician must be informed immediately.
- **Studio Floor**
  - No tape, blu-tack or other adhesive materials are allowed on the studio floor or walls at any time.
  - Don’t move anything across the studio floor. If a set piece needs to be moved, do not pick it up unless instructed.
  - Any accidental markings to the floor should be cleaned up.
- **Cameras**
  - Always lock off all pan, tilt etc. controls before releasing the camera handles.
  - Do not stand on camera cables.
- **Sets & Props**
  - When moving sets and props, care must be taken not to scratch or scrape the studio walls and floor, or to knock tall objects on the ceiling, lights, doorways or people.
  - All sets and props must be adequately secured so it will not fall, knock, or damage anything or anyone when in place.
  - When moving set pieces in and out of the studio, the upmost care must be taken to ensure the floor or set is not scratched or broken (if in doubt, two or more people should carry set pieces).
**Before Leaving**

- All cameras, ladders and other equipment must be stored away neatly, and the studio floor cleared. The studio floor must be swept and all trash thrown out.
- All lights must be turned off and equipment powered down.
- Anything brought into the studio (eg. Set, props, rundowns, scripts) must be removed and either taken home, or if agreed to by the broadcast studio managing engineer, left in the storage space located in the student worker’s office in French G217.
- It is the student and instructor’s responsibility to ensure that the space (including the studio, control room, green room) is left clean after each booking.
- Before leaving the facility, the Studio Engineer must check the studio space to ensure nothing has been damaged, stolen or lost. The student/producer must not leave until this has been checked.