

Facility Handbook 2016

**Communication and Culture Program
York University and Ryerson University**

Safety, Security and Insurance

While at York and Ryerson Universities' you will be handling expensive electronic equipment. You will need to receive training and information that will provide you with the knowledge you need to manage the many aspects of attending a hands-on program at both campuses.

For information on personal safety, equipment hazards, theft and insurance, see the section on Taking Precautions.

Welcome!

This guide is intended to make working on creative projects requiring technical facilities in the Joint Program in Communication and Culture a little easier. All the information contained in this booklet is relevant and will get you off to a good start. There are a number of rules, policies and penalties related to the use of the technical services and facilities that you can get permission to use. You may find these policies frustrating at times, but it might help to remember that the rules are intended to maximize access of our and shared facilities and equipment for ALL users. The technical operations staff is here to help you. Feel free to ask for help if needed!

All facility usage must first be approved by the Facility Coordinator. If you need any technical or creative advice or assistance please feel free to give me a call:

Communication and Culture Program Facilities Advisor and Coordinator:

Richard (Rick) Grunberg
Tel: (416) 979-5000 Ext.7007
E-Mail: rgrunber@ryerson.ca

Office: RCC 130
Main floor – Rogers Communication Center 80 Gould St.
Radio and Television Arts office area

Hours: By appointment

My mandate:

My mandate is to facilitate the use of media technology for York and Ryerson Communication and Culture students. I will assist those with projects in media related research and production activities for professor approved productions within masters or PHD accredited activities. Students wishing to conduct such work should contact me directly for information about the qualifications needed to use such equipment, training at Ryerson or York, or any technical guidance needed to achieve their creative objectives.

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General Information

York Frequently Used Telephone Numbers

Stephanie Margetts (416) 736-5978
smargett@yorku.ca

Com Cult video equipment can only be picked up from Ryerson's Equipment Distribution Centre after approval by Facilities Coordinator - Rick Grunberg.

Ryerson Frequently Used Telephone Numbers

Access all internal extensions through the switchboard(416) 979-5000.

RTA Main office	5107
RTA Equipment Distribution Centre (Audio & Video Camera Bookings)	
Brian Withers ext.7525 / or 7534	
Media Centre Pick up and bookings (Video equipment, projectors, digital still cams, audio)	5098
Image Arts Still Photography Cage	6845
Image Arts Film and New Media Cage	6867
Image Arts Motion Picture Lab	6869
Image Arts Front Office (Reception)	6850
Image Arts Events Office	6852

Radio and Television Arts (RTA) Hours and Locations

Facilities may be booked after approval of the facilities coordinator from the main floor of the Rogers Communication Centre at Ryerson University.

Equipment Distribution Centre – RCC 166

Monday – Thursday 9am-10pm

Friday 9am-8pm

Saturday 9am-5pm

*closed all holidays

Media Centre

Students may book equipment directly-certain facilities may require instructor approval and certain facilities may be used on campus only. Multi-media loan -see facilities section for details

KHE 227 - 2nd floor east Kerr hall, middle of hallway

Monday – Friday 7:30am -10pm

Saturday 8am - 5pm

Image Arts Cage Hours and Locations (Presently building under renovation...see Rick)

Facilities may be booked after approval of the facilities coordinator. Equipment and facility keys for student and faculty use are located in two cages in the basement of the School of Image Arts. The Still Photography Cage and the Film and New Media Cage are both open when classes are in session and during Study Week (usually the last week of February). Please note that both cages are closed during exam periods, on statutory holidays and during the December break.

The Still Photography Cage (Presently building under renovation...see Rick)

The Still Photography Cage hours match the hours for general building access. If this access is modified, the cage hours will change to reflect this.

Monday – Thursday 8am – 10pm
Friday 8am – 6pm
Saturday 9am – 6pm

The Film and New Media Cage (Presently building under renovation...see Rick)

The Film and New Media Cage follows a timetable divided into reservation and pick-up/return periods. These periods are separate and distinct: no reservations are taken during pickup times and no pickups or returns are scheduled during reservation times. Please see the Film and New Media Cage for the detailed schedule.

Monday 8am – 5:30pm (closed 12-1pm)
Tuesday – Friday 8:30am – 5:30pm (closed 12-1pm)
(Closed evenings and weekends)

Facility Access Cards

Ryerson Students at Ryerson:

The Ryerson OneCard (with picture identification) is required to access labs and equipment. Access will not be granted without this card. There will be no exceptions. Each student must present their own card when signing out equipment or facility keys and cannot check out equipment under another student's name. The OneCard can be picked up through the Registrar's Office (bring your fees statement and timetable). Your card must be registered into the system at any borrowing facility after you sign an agreement stating that you will follow the policies outlined in this handbook. The card grants access to the equipment and labs relevant to your production courses. Complete access details are available in each facility.

Borrowing Equipment and Facility Keys

The Joint Program in Communication and Culture makes every effort to maintain its equipment to professional standards; however, the program cannot guarantee that all equipment is in perfect working order. It is the responsibility of the student using the equipment to test the apparatus upon issuance. Communication and Culture cannot take responsibility for lost and/or damaged materials used in conjunction with its equipment.

Procedure

Every transaction for facility usage involves the use of your student ID card. The card is scanned into the computer when you reserve or take out equipment. You are responsible for presenting your card with every transaction. No transactions will be made without this card.

Responsibility

When you take equipment you will be signing a contract stating: "I accept responsibility for loss of or damage to the equipment while on loan to me and agree to return it on or before the date and time indicated." This agreement is taken seriously, so please be sure to care for your equipment and keep track of your exact return time when planning your work. It may help to remember that other

students will be waiting to use the equipment or facility you have signed out and are relying on you to return it on time and in working order.

Returning Late

If unavoidable circumstances make it impossible to return equipment on time, you are expected to notify the appropriate facility person before your return time. This allows the facility manager to plan around these circumstances until you are able to return the equipment. If you fail to inform the facility beforehand of your late return, penalties will be implemented. Only the facility managers can authorize extensions to equipment or facility loans.

Checking Equipment

Although facility loan workers check equipment when it is returned, there is no absolute guarantee that equipment is in perfect working order when you receive it. You are expected to thoroughly check all equipment and lab facilities upon issuance because you are agreeing to take responsibility for any damage to equipment or facilities while in your possession. If you find any problems during this check, you must inform the appropriate person within twenty minutes of signing out the equipment or facility key. It is in your best interest to check equipment near the cage (on the tables provided) or, in the case of labs, immediately upon issuance. You will not be held responsible for equipment or facility problems reported within twenty minutes of being signed out.

Reporting Broken or Lost Equipment

In order to keep all equipment and facilities in working order, we need to know about any malfunctions, damages or loss. When you report lost or damaged equipment, the facility manager will fill out an Equipment Malfunction Report (EMR). Your name and student number will be recorded on this form if the loss or damage occurred while the equipment or facility was signed out in your name. You will be notified shortly of any cost associated with this loss or damage. Students with unpaid bills will have their grade reports withheld (see the section on Fines and Penalties for more information).

REMINDER: Food and drinks are not allowed in any studios, labs, darkrooms or editing rooms in the Communication And Culture Program at York University and Ryerson University

Access to equipment and facilities is gained only through in-class workshops or with the appropriate instructor's signature. In general, access to equipment and labs is restricted to enrolment in specific courses, programs or program years. Complete access details are available at each facility. If you encounter problems with any equipment in the labs, it is essential that you promptly report these problems to the appropriate person so that repairs or replacement can be arranged. All lab keys, including those for film and new media labs, are signed out from the lending facility. This allows students the use of facilities during the operating hours of the building. Labs that are signed out until the end of the evening must be returned at least fifteen minutes before the closing time.

Facilities Available to Communication and Culture students

Ryerson Basic Facilities

Radio And Television Arts Department

Audio / Radio Studios

Efp (Electronic Field Production) Cameras (2-Com Cult Mini DV cameras)

Basic and Multi-Track / Protocols Digital Recording Studios

Computer / High-Tech Presentation Labs / Web Content Development

Internet Radio/Television Station

Rogers Communication Research Center

Non-Linear Standard / Hi-Definition Editing

Computer Development And Research Lab (Mpeg, Web, Server, Etc)

Media Transfer Facilities

Digital TV Studio Available To Communication And Culture Students (available pendant upon training, crew and availability)

Image Arts

Still And Motion Picture Film Cameras

Film Processing

Film Transfer Facilities

Non-Linear Editing

Media Services

Multi-media loan facility (p-tech computer-a/v carts, still and basic video cameras, audio recorders, 16MM projectors etc) 979-5000 ext.5098

FCAD Computer Graphics Lab (Presently IMA building under renovation...see Rick)

Pentium IV workstations with one photo scanner and one flatbed scanner.

Access: All students in the Faculty of Communication and Design.

Photographic Computer Imaging Centre

Digital scanning from 35mm, 6x6 and 4x5 negatives. Film writing to 35mm and 4x5. Requires a workshop before access is granted.

Access: All Image Arts students.

Film Computer Writing Centre (IMA 259)

Digital files can be output to slides or negatives in 35mm and 4x5 film formats.

Note: There is a nominal charge for this service.

Digital Printing Facility (IMA 215)

This facility houses a number of photographic quality inkjet printers that can produce any size output (up to mural size). All students can bring their digital files to this facility and have their images output to a number of different paper surfaces. Please note that students do not print the files themselves.

Note: There is a charge for all prints made. There is a price list posted in the facility.

Video Transfers

Available at Video Post production centre on the second floor in the Rogers Communication Centre at Ryerson. A modest fee will be charged for tapestock and for transfer time.

York Facilities

Com Cult Video cameras

3 - Panasonic DV Cameras located in the Ryerson EFP room (RCC166/168) for exclusive use of Com Cult students upon approval / availability and with time limitations.

124 Winters College

Performance Studio Space With Lighting Control Board

Video Cameras

Video Editing Equipment

Computer Workstations

3001 Tel Lab

Audio Editing Suite

22 Station Mac Lab Video Editing (Final Cut Pro), Motion Graphics, and Assorted Photo And Web Design Applications

Digital Video Camera And Digital Still Camera

Analog - Digital Conversion / Scanner & Software

Softwares: Dvd Creation (Dvd Studio Pro) / 3d Image / Animation

Payment

If any payments are due at Ryerson- You must pay for your order in full with your Ryerson OneCard (see the section on Survival Tips for more information). If any amounts are owing at York for supplies you are fully responsible for them and if not paid your grades may be withheld.

York and Ryerson Fines and Penalties

To ensure smooth running of technical operations, there are certain monetary and access suspension penalties instated by the school. If you keep these penalties in mind when using facilities and equipment, setbacks can be avoided.

Fine Payment

Fines must be paid immediately. Your access will be suspended until the fine is paid.

Suspension

All access to equipment, facilities will be suspended.

No Show

A \$10 fine will be levied for failing to cancel a reservation.

Hit and Run

A \$10 fine will be levied for equipment and/or facility keys left unattended this relates to the Image Arts facility at Ryerson.

Late Returns

For Image Arts-A \$5 fine for each half hour or part thereof will be levied for returning equipment or facility keys late. If the late equipment you are returning was reserved for pick-up on Saturday, an

additional fine of \$20 will be levied. For RTA and Comm Cult facilities the penalties are \$10 for the first 15 minutes, then \$10 for the next 15 minutes, then \$10 for every half hour after that up to the value of the equipment.

Lost or Damaged Equipment

The cost for repairs or replacement of equipment and/or parts will be calculated on a case-by-case basis according to industry prices. The bill must be paid by a set deadline decided by the appropriate facility manager or Operations Manager.

Lost Facility Key

A \$50 fine will be levied for replacement of the key in addition to re-key charges (if necessary).

Leaving Facility Key in Door

A \$5 fine will be levied.

Food or Drinks in Lab, Studio, Darkroom or Editing Suite

A \$20 fine will be levied for the first offence. A \$20 fine and one week suspension will be levied for the second offence.

Failure to Clean Studio, Lab or Sound Stage

Minor infractions will cost \$5 – \$10. Major infractions can cost up to two weeks suspension and payment of all expenses incurred to return facility to proper condition.

Damage to Facility

The cost for repairs will be calculated on a case-by-case basis. Infractions can cost up to two weeks suspension and payment of all expenses incurred to return facility to proper condition.

Reduction of Penalties

Only the facility managers or the Operations Manager can reduce penalties. Student employees cannot change penalties.

Grade Withhold

The final grade report is withheld until outstanding fines, processing bills and/or damaged equipment bills are paid. All unpaid fines are subject to grade withholds. Grade withholds will be submitted to the Registrar on the first business day following exams. An administration fee of \$25 over and above unpaid bills will also be charged.

Taking Precautions **Safety and Security**

Equipment Hazards

It is mandatory that you attend all in-class workshops offering training on equipment available to you for course work. For your protection and the protection of others, the facility

Lending person will not let you sign out equipment without clearance from your instructor, so if you do miss a training session you will have to make arrangements for another. Training is crucial as certain equipment, such as some of the school's high-voltage studio lighting, could seriously injure you or someone else if used improperly. In addition, if you damage something, the cost of replacing school equipment can run you into the thousands of dollars (see the section on Property and Liability Insurance for more information).

In addition to the specific hands-on training you will receive for each piece of equipment introduced to you, you will be taught general guidelines for safety that are equally important. By paying attention to small details, like how to safely position a tripod, lay down cables or raise and lower the height of studio lights without crushing your hand, you will avoid many accidents in the future. The following are some safety precautions to keep in mind when using equipment:

- Never use equipment you have not been instructed on or may be un-familiar with.
- Always inspect equipment for damage (e.g. exposed wires) before using.
- Do not attempt to repair broken or damaged equipment. Report any problems to a qualified technician.

Fire Safety

Although fires are an infrequent occurrence, being aware of these basic fire precautions will do no harm:

- Never block any exits.
- Never use fire extinguishers as door stops.
- Do not attempt to fight any fire by yourself. If you detect a fire, sound the alarm and leave the facility.
- Know where the machine emergency shut-off is located for all process-ors and shop equipment. Use the emergency shut-off immediately if you suspect a problem and have a technician check the situation. When in doubt, use the emergency shut-off. You will not be penalized for being overly cautious.

Studio Safety

Working in the studios there are certain guidelines to abide by:

- Never work alone.
- Open flames, toxic substances or dangerous materials are not permitted.
- Animals used as subjects, models or props must be controlled at all times.
- Children are allowed in the studio / sound stage as models only but must be supervised at all times by a caregiver other than the photographer / film crew.
- A basic understanding of electrical power (e.g. breakers, lights, electrical distribution boxes, flash equipment, etc) and the dangers of equipment misuse is required.
- If you don't know – ASK.
- Caution must be exercised when using stepladders, ladders and the plat-form ladder as the floor may be slippery. Use the buddy system when using elevation devices -you must be lighting trained and certified to use the studio lighting facilities at Ryerson and at York.
- Flats are top heavy and very prone to tipping over if pushed from the back. Use extreme caution when moving any flat. Move them from the ends and near the bottom; use two people when moving large flats. If it starts to tip – step back! You will not be penalized for accidental damage incurred while observing safe studio procedures.
- Never sit or place heavy objects on studio light tables.
- Never place studio 'hot' lights under the light tables. They will melt.
- Proper use of the scaffold (outriggers, brakes and safety harness) must be understood and strictly adhered to.
- Flats and other set pieces must be securely attached and braced with jacks and sandbags.
- Knowledge of the safe and proper use of the grid is required. Never stand below the moveable grid as it is being raised or lowered. Safety chains must be used to secure lights hung from the grid. Barn doors must also be attached to the grid or light.
- Knowledge of grip equipment is required before access will be granted.

Lights

Students might be using studio lights at some point; therefore, here are some pointers to keep in mind:

- The school of Image Arts has a special 'twist-lock' plug that can only be used in our building. RTA has Joy connectors which also require instruction in its use. Be aware of how to use plugs safely.
- When the switch is towards the plug on the breaker boxes, it is 'hot' or 'on'.
- If you raise a light or boom above five feet, always use a sandbag on the bottom of the stand.
- Never reposition lights in the raised position.
- Watch your fingers or hands when working with the stands or booms.
- Use gloves when redirecting the 'hot' lights.
- Do not place lights near flammable material or plastic.
- Broken lights are to be placed in the 'green' area of the studio or on the repair table in the light storage room beside the sound stage.
- Do not use any kind of tape on the lights. Use wooden clothespins or metal clamps.
- Always lower lights and roll up the cables when finished.

GENERAL PRECAUTIONS

Personal Safety

There could be times when you find yourself working in a building while there are very few people around and you may have concerns for your personal safety. A downtown campus such as Ryerson and a remote location such as York, do tend to attract the occasional wanderer to their respective buildings and in spite of regular checks by Campus Security, the reality is that at times it is quite easy for an outsider to walk in unnoticed. It doesn't happen very often but when it does, it is usually just a case of someone trying to get out of the cold. To be on the safe side, keep these tips in mind when working in the building during irregular hours:

- Whenever possible, do not work alone.
- Notify facility staff if you see someone suspicious in the building so they can investigate or call Campus Security.
- Know where the nearest telephone is. All phones in the building indicate the numbers for Campus Security in case of **emergencies** and non-emergencies.
- Use your common sense. If someone who doesn't appear to belong in the building asks for your help, refer the person to the cage or find someone near your work area to go with you.

Emergencies

To reach:

Ryerson Campus Security in the case of personal or medical emergency, dial 80.

York Security for emergency dial 33333 internally or 736-5333 externally. Or dial 911

In case of serious injury of an otherwise nature at Ryerson, St. Michael's Hospital Emergency is located at 30 Bond Street (two blocks south of the Image Arts building). First aid kits are located in the front office, Stills Cage, workshop and in the Processing Technician's office (IMA 210) in Image Arts and in the EFP room (RCC166) in RTA.

Theft

Theft of personal or borrowed school property from the premises has been known to happen from time to time. Do not take chances by leaving your items unattended in the studio or visible in any vehicle, or on its own even for a few seconds in Downtown Toronto in particular. Also, avoid storing

equipment in cars or vans (most insurances will not cover this if items are stolen) and avoid storing camera equipment in your locker overnight or during the weekends when there are fewer people around to deter theft. If you see someone who seems to be paying a little too much attention to you and/or the contents of your locker, call Campus Security.

Out of Town Shoots

You will be required to prove that you have the appropriate insurance coverage and appropriate bonds or carnet to book facilities to go on out of town shoots. You are required!!! to notify the lending facility if your shoot is out of town. If the above procedure is not adhered to you may have your booked equipment withheld from you when you come to pick it up.

Insurance

As a Communication and Culture student, you will be borrowing and/or accessing highly professional equipment on a regular basis. On the up side, the benefits of borrowing are obvious – it would be impossible for you to personally own even a fraction of the equipment used here and having been trained on it lets you compete in a highly competitive workforce once you graduate. On the down side, every time you sign out a piece of equipment, you are in fact signing a contract to assume virtually full liability in the event of loss, theft or damage.

Property Insurance

Every student is covered by the same insurance policy at Ryerson and at York. The policy has two components: property and liability. Equipment loss or damage falls under property, which currently has a deductible of \$50,000. This means that each time you sign out equipment from the facility, you are responsible for paying the first \$50,000 for repairs or replacement if that equipment is lost, stolen or damaged. Needless to say, this amount of coverage offers students very little protection. You may want to talk to your insurance agent about what kinds of coverage options there may be for you.

Liability Insurance

The liability clause of Ryerson's policy offers significantly better protection to students in the event of an accident or damage to public/private property while filming or photographing away from campus. For example, you can be sued if someone trips on a cable that you have placed on a city street while filming but if it can be proven that you are a registered student of Ryerson or York and that the activity that caused the accident was directly related to course work, you will not be held financially accountable as Ryerson's insurance policy will cover you. The same is true if an accident occurs while shooting on private property. Should property damage occur and the owner decides to seek retribution, the policy will cover you, again, provided the incident occurred while working on an assignment.

Occasionally, you will be asked to produce a Certificate of Insurance from the University as proof that you are a full-time student with coverage in the case of an accident. Typically, only government or large public-sector organizations such as the TTC will request this from you but a request can come from anyone who is not willing to take your word that you are a student with coverage. Whether or not you obtain this certificate, your coverage is active. If you get a request for a Certificate of Insurance, contact the Insurance & Administrative Assistant in the Finance Department at extension 5013 at Ryerson or Steven Pottle (pottles@yorku.ca 416 736-5514) at York. It takes approximately five business days to prepare so make sure you notify the Insurance & Administrative Assistant as soon as you know you need one.

Negligence is inexcusable and costly in any situation, no matter which party ends up ultimately responsible for damages. Liability insurance is there for you in case of an accident – it is not a

license for you to be careless or to take avoidable risks. If a lawsuit arises from a situation you are involved in, though you may not be held financially accountable, the paperwork and red tape you would be forced to endure in defending yourself would be punishment enough. As a full-time student or part-time student, you do not have that kind of time and energy to spare, so if only for your sake, take all precautions and act responsibly in every situation.

Note: The policy covers equipment used outside of Ontario; however, the Insurance Office must be advised before leaving. Off-campus equipment losses must be reported to police immediately in order for the insurer to accept liability. On-campus equipment losses must be reported to both Campus Security and the Insurance & Administrative Assistant in the Finance Office.

Survival Tips

Completing Assignments

Remember that when you have an assignment due, so do a lot of other students. Plan your equipment and facility needs in advance. Do not assume that the facility will always have everything you need.

Equipment Failure

We cannot guarantee that equipment will not fail, so plan your shoots carefully. For local shoots, the lending facility can often replace or repair a broken item. The rental of any replacement equipment must be at your own expense.

The ‘Half-hour Rule’

At Ryerson Labs are often reserved for in-class use, though all lab space is not always occupied by students in a scheduled class. In this case, all other qualified students may use the available facilities beginning thirty minutes after the class has begun. This allows students with priority a chance to get a lab before they are released to all students.

Lab Lock-Out

Report to the lending facility and ask for an available technician. Faculty members also have keys to most labs.

Lost Ryerson OneCard or Facility Key

Report to the facility manager.

Lost or Damaged Equipment

Report to the appropriate lending facility.

Unavoidable Lateness

If you are stuck in the field with equipment that is due back, call the appropriate lending facility and ask for a short extension. Depending on the situation, they can usually allow you enough time to get back.

Disclaimer:

As policy changes may take place after the release of this manual, it is the responsibility of the student to find the most up to date information. As well, since this is only a guide and it covers many facilities over a number of different service areas, there is no liability assumed for the accuracy of the material contained within it.