

Art Institute of California-Orange County
VIDEO STUDIO ACCESS RULES:

- Student access to the AiCA-OC campus Video Studio is restricted to **Class Times** and **Official Studio Reservation Times** booked through the Registrar's Office.
- Official Video Studio Reservations are restricted to students on **active rosters** in production-based classes, and/or those students granted approval by either their Faculty member or an Academic Director.
- Official Video Studio Reservations are allotted in two-hour blocks, with a maximum of two blocks scheduled consecutively. Reservations cannot be made more than four weeks in advance of booking date, without the Academic Director's approval.
- Official Video Studio Reservations are scheduled with the designated representative in the Registrar's Office.
- Students are NOT allowed to use the Video Studio Control Room equipment without Faculty supervision.
- **Only students on active rosters at the Art Institute of California – Orange County are allowed to participate as support staff or Production Assistants for shoots in the Video Studio.**
- Outside actors & performers may be used as on-camera talent for shoots in the Video Studio only if they sign the required release forms and liability waivers. Minors used as talent **MUST BE** accompanied by their parent or designated guardian – no exceptions. Nude videography is not permitted in the studio.

EQUIPMENT CAGE ACCESS RULES:

- Student access to the AiCA-OC campus Video Studio **DOES NOT** guarantee access to equipment from the Campus Equipment Cage
- Please consult the Equipment Cage staff directly to determine equipment availability and reservations times.

Please note: The Equipment Cage hours of operation and the Studio hours of operation vary. Please ensure in advance that you are able to meet all equipment pick up and drop off times.

AiCA-OC Video Studio Safety Protocols

BASIC SAFETY:

- Proper care **MUST BE** taken of the Video Studio Equipment and Facilities at all times. Any inappropriate activity or malicious operation of the Studio Equipment and Facilities will result in the immediate removal of all involved parties from the Video Studio, whether during **Class Time** or **Official Studio Reservation Time**.
- If you are unsure of how to properly use any piece of Studio Equipment, immediately seek out a staff member before attempting to operate that equipment.
- No food or drinks, except for re-sealable beverage containers, are allowed in the Video Studio or Control Room.
- Under no circumstances will fire or pyrotechnic devices be allowed in the Video Studio.
- Students will be held responsible for any damage to either the facilities or the equipment caused by negligent use or mishandling.

IMMEDIATELY REPORT ANY SAFETY ISSUES OR CONCERNS TO A MEMBER OF THE SCHOOL STAFF, INCLUDING, BUT NOT LIMITED TO: A FACULTY MEMBER, ACADEMIC DIRECTOR, THE EQUIPMENT CAGE PERSONNEL, SECURITY STAFF, OR THE DIRECTOR OF FACILITY OPERATIONS.

PERSONNEL REQUIREMENTS:

- At no time will an individual student be allowed to use the Video Studio without at least one additional Production Assistant (P/A) present.
- P/A's must be current staff members or students at AiCA-OC.
- The P/A's will assist with all:
 - Moving of set elements and furniture
 - Moving of heavy props and video equipment
 - Hanging of lights on the overhead grid
 - Moving of any large fixtures or items

CAUTION: Care should always be taken when lifting heavy equipment or set pieces to use one's knees and legs for support and not one's lower back.

- All students and P/A's are required to wear closed-toe shoes when working in the Video Studio. (No sandals or flip-flops are allowed.)
- All students and P/A's are required to wear full-length pants or jeans when working in the Video Studio. (Shorts, skirts & dresses are not recommended for In-Studio work.)

AiCA-OC Video Studio Equipment Protocols

CAMERA PROTOCOLS:

- Studio Cameras are to remain capped and in a designated staging area until all lighting and set operations are completed.
- Studio Camera WHEEL LOCKS must be loosened before attempting to move the cameras away from the designated staging area.
- Studio Camera TILT, PAN and PEDESTAL controls must be loosened before attempting to operate the camera and reset whenever left unattended.
- Studio Camera CABLES must be properly re-coiled at the end of all productions.

ELECTRICAL & LIGHTING PROTOCOLS:

- Students and P/A's are required to work on the ladders in teams of two, with one student or P/A responsible for securing the ladder and handing up fixtures and cables, while the other student or P/A mounts lights onto the grid.
- Gloves must be worn at all times when handling hot light fixtures.
- All grid-mounted light fixtures must be secured to the grid with safety chains.
- All grid-mounted light fixture barn-doors must be chained to their lighting fixture.
- All grid-mounted light fixture power cords must be looped over the grid and not allowed to hang below it. Extension cords are to be configured in a similar manner.
- Power cord electrical connections must all be checked to ensure they are secure and not able to be inadvertently loosened.
- Unused extension cables must be removed from the grid and placed in their designated location.
- Never plug a light fixture into a damaged circuit.
- Never plug a light fixture into a circuit whose power is "on".

CAUTION: Always warn others to look away when a light fixture is being powered on.

SET & STUDIO PROTOCOLS:

- All free-standing set walls & backgrounds must be properly secured with a stage brace and sand bags.
- Floor-level light fixtures should never be used without one or more sand bags securing the stands.
- Electrical and audio cables run along the floor shall be taped down and secured using gaffers tape and floor mats, or re-routed along walls and away from doors.
- All gaffers tape, production elements, set fixtures, expendables and accumulated trash must be removed from the Video Studio and Control Room at the end of EACH AND EVERY PRODUCTION.
- Headsets, microphones, audio cables and electrical cables must be returned to their proper storage areas before vacating the studio.

STUDENT VIDEO STUDIO USE AGREEMENT

I hereby acknowledge that I have read the Video Studio Access Rules, Safety and Equipment Protocols and agree to abide by the Access, Safety and Equipment rules at all times when participating in studio activities.

Student Name (Print): _____

Student Signature: _____

Student ID: _____

Date: _____

Faculty/Staff Signature: _____

STUDIO RESERVATION FORM

Student Name: _____ ID# _____

Student e-mail: _____ Contact number: _____

Department: DPH GAD GD MAA VEMG WDIM
 Other _____

TERM: WI11 SP11 SU11 FA11 WI12 SP12 SU12 FA12

Requested Space: PHOTO STUDIO (A112) VIDEO STUDIO (A110)

Requested Date(s): _____ For Class _____

Requested Time: 8am-10am 10am-Noon Noon-2pm 2pm-4pm 4pm-6pm 6pm-8pm 8 pm-10pm

All Studio reservations are booked on a first-come, first-served basis. Reservations cannot be made more than 30 days in advance. All reservation policies and procedures, and all studio safety protocols, must be completely followed. Studios are to be left in a clean and usable state when complete, with all checked-out equipment returned to cage. Failure to follow these rules will result in a termination of reservation privileges. If your production plans change, you must cancel your reservation ASAP as a courtesy to other students. Repeated no-shows for reservation time will result in a termination of reservation privileges.

FACULTY NAME: _____ FACULTY SIGNATURE: _____

STUDENT SIGNATURE: _____

Registrar's Confirmation Stamp:

Please send a copy of the Outlook Calendar booking to Academic Director and Faculty member.

STUDIO RESERVATION FORM

Student Name: _____ ID# _____

Student e-mail: _____ Contact number: _____

Department: DPH GAD GD MAA VEMG WDIM
 Other _____

TERM: WI11 SP11 SU11 FA11 WI12 SP12 SU12 FA12

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FACULTY NAME: _____ FACULTY SIGNATURE: _____

STUDENT SIGNATURE: _____

Registrar's Confirmation Stamp:

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PHOTO/LIKENESS/VOICE/VIDEO/WORDS RELEASE FORM

Grant

I hereby irrevocably give to _____, a student at The Art Institute of California – Orange County 3601 W. Sunflower Ave. CA 92704, and The Art Institute of California – Orange County parent and affiliated companies and schools, including without limitation Education Management LLC and The Art Institutes International, LLC (collectively, the “Schools”) and the Schools’ assigns, licensees and successors the right to photograph, film and/or videotape me and/or to otherwise record my image and/or likeness, to quote me, to record my words and to use, publish, display, reproduce, copy and distribute my image and/or likeness, voice and words, in all forms of media now known or later developed, including composite or modified representations and including on the Internet, for promotional activities for the Schools, including advertising, direct mail, catalogs, websites, exhibitions, film festivals and classroom presentations, throughout the world and in perpetuity. The Schools are permitted, although not obligated, to include my name in connection with my image and/or likeness, voice and words. I waive the right to inspect or approve versions of my image and/or likeness used for publication or the written copy that may be used in connection therewith and agree that the Schools shall not be liable to me for any distortion or illusionary effect resulting from the use, publication or display of my image or likeness. The Schools are not obligated to utilize any of the rights granted in this Agreement. I agree that I shall have no ownership of or other rights in the photographs, film, videotapes or other recordings of my image and/or likeness, voice and words taken or made by or on behalf of the Schools. I understand that the Schools shall not be responsible for unauthorized duplications/use of my image and/or likeness, voice and words by third parties on the Internet or otherwise.

Release

I release the Schools and the Schools’ assigns, licensees and successors from any claims that may arise regarding the use of my image and/or likeness, voice and words, including any claims of defamation, invasion of privacy, or infringement of moral rights, rights of publicity or copyright.

Signature

I have read, understand and agree to the terms of this Agreement.

Name: (print) _____ Date: _____

Signature: _____

Address: _____

Student ID Number (if applicable): _____

Parent/Guardian Consent [Please execute if the subject of this Photo Release is under 18 years of age.]

I am the parent or guardian of the minor named above, who is aged _____. I have the legal right to consent to and do consent to the terms of this Agreement.

Parent/Guardian Name (print) _____ Date: _____

Parent/Guardian Signature: _____

Parent/Guardian Address: _____