

Television Studio C – Booking Procedure for Student Production Use

Studio C is available for approved academic use by students in the Faculty of Communication and Design. This booking procedure has been established to assist student users with advanced planning to create a floor plan and set/property list when booking the floor of Television Studio C. It's the purpose of this procedure to improve the traffic relating to production in and out of Studio. It also clearly establishes the terms of booking the room to which financial penalties will be applied.

Under this procedure, students who wish to book the floor must;

1. Draw out a floor-shooting plan on the attached Studio C floor plan with all major set pieces and property locations included in the diagram.
2. Visually number each set item and property item on the Studio C floor plan.
3. On the Studio C "Property Inventory and Location Sheet", provide the following information;
 - a. Fill out the required information at the top of the form.
 - b. Place the property number(s) from the floor plan in the Property No. column.
 - c. Place a description of the item (ie. chair) in the Item Description column.
 - d. Place an indication of where you are obtaining items from (ie. "sets room RTA" or "from home").
4. Review the conditions and accept the conditions associated with booking TV Studio C Floor.
5. Sign the "Property Inventory and Location Sheet"
6. Have supervising Faculty member sign the sheet.
7. Submit original copies of paperwork to and arrange booking with Tina Collier, RCC-230, Rogers Communications Centre. (6913)

Documents associated with this procedure are contained on the following pages;

Television Studio C – Property Inventory and Location Sheet

Booking Date:	Start Time:	End Time:	Length (Hours):
Student Name:	Student #	Student E-mail:	
Student Telephone #	Department:	Instructor Name:	
Property #	Item Description	Obtained From	
Instructor Signature:		Date:	Instructor Telephone #
Student Signature:		Date:	

*Students signing this document agree to following conditions;

1. Not to remove furniture (Tables, Chairs, Equipment etc.) from adjacent RCC Shared Labs
2. Not to disturb existing electronic technology in the TV Studio in any way shape or form without prior arrangement with the RCC
3. Not to use existing lighting grid or lights without prior arrangement with the RCC
4. To return the floor of Television Studio C to its original state as outlined by the closedown list posted in the lab and online at <http://www.rcc.ryerson.ca/media/RCC-164-TVStudioCFloorInstructions.pdf>
5. To remove all set pieces or property items from RCC-154 and any RCC hallways by the end of the booking time
6. Failure to meet removal conditions will result in a \$50.00 per hour fine that will be collected as per the fining policy of the student's home school. Supervising Faculty will be contacted.
7. Any existing missing Studio technology, physical room damage repairs (including paint removed from walls etc the use of Gaffer tape) will be charged to the student responsible for booking the room.
8. Individual listed on this form will be the security contact while using room.
9. The Rogers Communications Centre is not responsible for lost and/or stolen property.

Studio C Floor Plan

One grid square is 4ft x 4ft (1.2m x 1.2m). Excluding perimeter squares.

Width 34ft (10.36m)

