

RCC-361 – Booking Procedure for Student Production Use

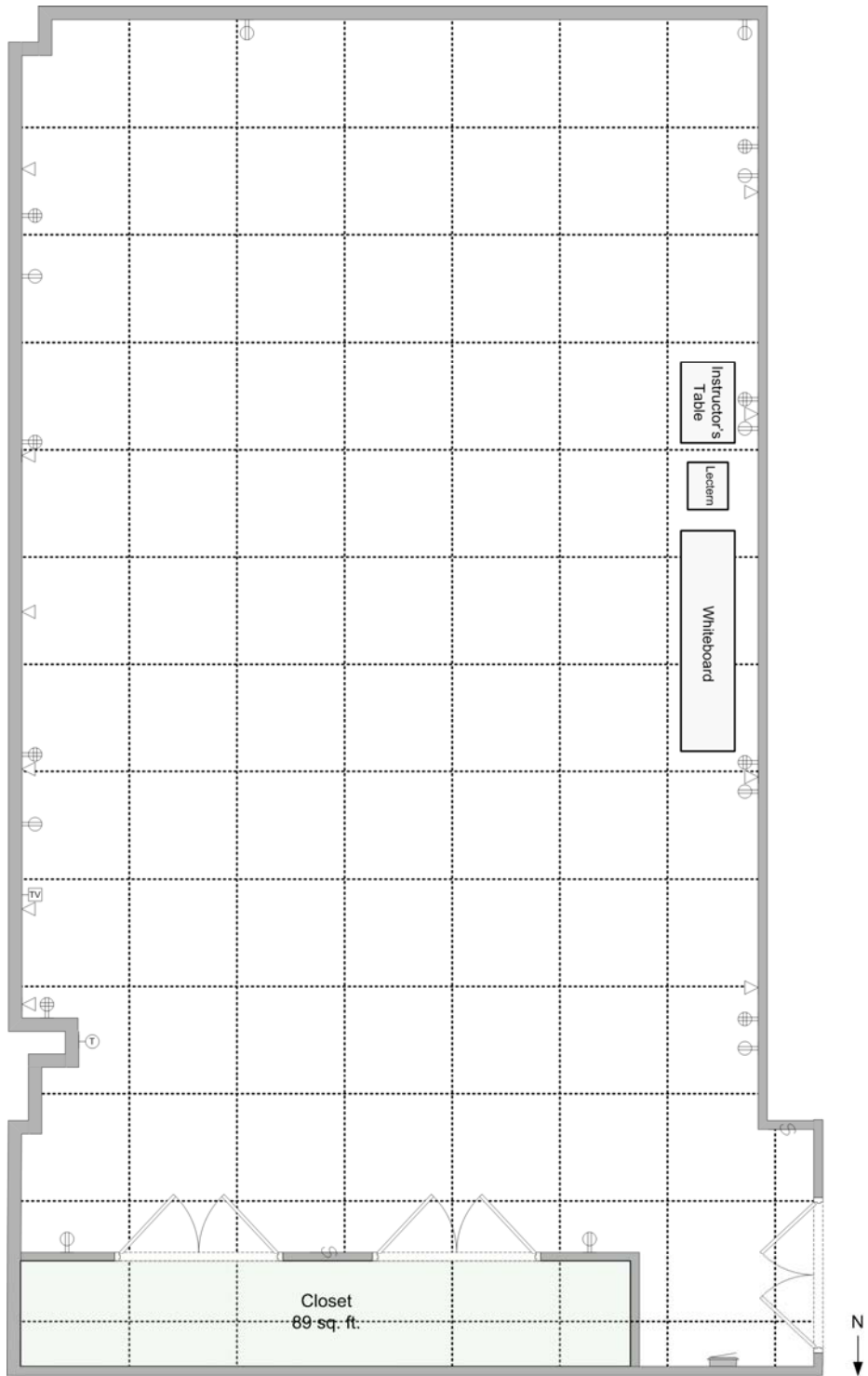
In the 07-08 academic year, RCC-361 was booked on numerous occasions as a shooting location to support their schools Academic curriculum. On several occasions students used their One Card's to enter adjacent RCC Shared labs removing furniture, chairs and other items. On other occasion's students left furniture and other set and property items behind (in the room and adjacent hallways) upon conclusion of their booking. This caused considerable disruption to the classes, events and productions that followed.

This booking procedure has been established to assist student users with advanced planning to create a floor plan and set/property list. It's the purpose of this procedure to improve the traffic relating to production in and out of RCC-361. 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 RCC-361 must;








1. Draw out a floor shooting plan on the attached RCC-361 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 RCC-361 floor plan.
3. On the RCC-361 "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 RCC-361.
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 Barry Weatherhead, RCC-364, Rogers Communications Centre. (7143)

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



RCC 361 Room Layout

Legend

-  Double AC receptacle
-  Quadruple AC receptacle
-  3 port Cat6 ethernet drop
-  Lightswitch
-  Thermostat
-  Cable TV drop
-  Breaker box

Scale:  : 6 inches

