

## Technical Office

### Equipment and Facilities Loans Terms & Conditions for Students

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## Equipment

### Instructions for borrowing equipment from Academy of Film:

- 1) The Academy's equipment is reserved for the following purpose ONLY:
  - a) Teaching activities of regular classes;
  - b) Assignment of regular classes;
  - c) Honors Project/ Graduation Project;
  - d) Events officially organized by the Academy;For the purposes other than above point (a) to (d), special approval must be sought from the senior management of the Academy for borrowing equipment
- 2) Student must handle all the equipment and facilities of Academy of Film carefully
- 3) Student would take full responsibility of any damages/ lost of the equipment and/ or facilities on loan. If student causes any damages/ lost of equipment and/ or facilities, he/ she has to pay all the charges arising from the damages/ loss within the specific period with the discretion of Technical Office of Academy of Film.
- 4) If he/ she fails to settle the required repair/ replacement charges for the damages/ lost of the equipment and/ or facilities; He/ she will not be allowed to borrow equipment for any purpose (including assignment/ honours project) until the charges are settled.
- 5) Students who wish to appeal against the deadline for settling the charges could write to the Equipment and Technical Committee for their review and determination.
- 6) The Academy reserves the right of final decision

## APPLICATION PROCEDURE

- 1) Please submit the relevant “Equipment Booking Form” 1 working day in advance with accurate information. The Technical Office reserves the right to reject any application that contains inaccurate information.  
(The URL of the Application Form: <http://af.hkbu.edu.hk/en/booking>)
- 2) Applicants will be notified via email of the result. (only accept Baptist University email address for the application). Please make sure your application has been accepted BEFORE checking-out the equipment. Application procedure for general assignment takes 1 working day. Application procedure for “Special Request for Additional Department Resources” takes 3 working days.

## **⚠️ REMARKS**

- a) Type, quantity and borrowing duration of equipment items for each student will be subjected to the decision of respective course instructors.
- b) Designated equipment quota for each course. No merging quotas between courses.
- c) Designated equipment quota for each student. No transfer of quotas between students.
- d) No equipment borrowing for practicing purpose during semester time.
- e) Any usage other than that as stated in the “Equipment Booking Form”, such as private usage, is strictly forbidden and would lead to the suspension of equipment and facilities borrowing privileges.
- f) The technical office reserves the right of final decision

## CHECKING OUT EQUIPMENT

- 1) Check-out must be done by the applicant in person according to the time and date as requested in the application. Application will be cancelled if applicant is late for more than 15 minutes.
- 2) Applicants must bring along their valid student ID card for equipment check-out. No check-out without valid student ID card.

- 3) When checking out equipment items, applicants are responsible for:
  - a) Verifying that the quantity(s) & pin number(s) of the item(s) is/ are as listed on the application
  - b) Verifying that the brand & content of the item(s) is correct
  - c) Checking that all equipment is functioning properly, consult the technical officers immediately in case of problems.
  - d) If everything is checked and verified, applicants must sign the application to complete the checkout procedure.

#### **⚠️ REMARKS**

- a) Before checking out equipment items, please check the quota (i.e. days available) of respective courses.
- b) Applicants are reminded to take good care of the borrowed equipment items and should in no circumstances transfer the items to other users. Applicants will take full responsibility of the items borrowed, and any damages/ lost will be repaired/ replaced.

### **RETURNING EQUIPMENT**

- 1) Users must return the equipment in person at the Technical Office according to the date and time as stated in their applications. Please be punctual or it will be considered overdue.
- 2) Users will be asked to test the equipment items on spot to show that the items are in good conditions. They should also verify that the quantities and the pin number(s) of equipment items returned are as listed on the application.
- 3) In case of damage, loss, or overdue, users will be asked to submit the “Equipment Damage/ Lost/ Overdue Report” and follow up until the damaged/ lost/ overdue items have been repaired/ replaced / returned.

#### **⚠️ REMARKS**

- a) In case of accident/ illness, users may authorize another student to return the equipment.
- b) The authorized student must bring the authorized true copy of the doctor’s letter and the authorization letter provided by the user in question.

## EQUIPMENT DAMAGE, LOSS OR OVERDUE

- 1) Users must return the equipment on time; privileges in using any facilities will be suspended immediately upon late returns and may result in grade penalty.
- 2) If any damage/ loss / overdue was found upon the returning of the equipment, users must first file the “Equipment Damage/ Lost/ Overdue Report”.
- 3) In case of damaged/ lost equipment, users will be responsible for:
  - a) Repairing of the equipment at authorized dealers
  - b) Taking care of the total cost of repairing/ replacing the damaged/ lost equipment
  - c) Delivering of the repaired/ replaced equipment to the Technical Office as soon as possible
- 4) Late penalties:
  - a) Within 24 hours: one letter grade lower (e.g. from grade A to B)
  - b) Within 36 Hours: two letter grades lower (e.g. from grade A to C)
  - c) Within 48 Hours: the letter grade may be lowered to F
  - \* In case of accident/ illness, users may apply for exemption from the late penalties;
  - \* Application letter for exemption must be addressed to instructor of the respective course and detailing the reason for late returns with supporting documents (e.g. a letter from the doctor, etc.). Please also submit a copy of the application letter along with supporting documents to the Technical Office.

### **REMARKS**

- a) In case of equipment damage, loss or overdue, the student’s equipment and facilities borrowing privileges will be suspended until the matter is settled.
- b) Equipment and facilities borrowing privileges could be resumed if student can provide the invoice relating to the repairing / replacing of the damaged / lost equipment.
- c) Any dispute will be subjected to the decision of the Equipment and Facilities Committee.

## Facilities

### APPLICATION OF FACILITIES

- 1) The Academy's lecture theatre and classrooms are reserved for the use of the Academy ONLY:
  - a) Regular classes;
  - b) Honours/ Thesis Project screenings (and relating pre-screening tests);
  - c) Events officially organized by the Academy (including Master Class, guest lectures/ seminars and screenings, etc)

For the purposes other than above points (a) to (b), special approval must be sought from Senior Management of the Academy for the usage of the Academy's theatre, classrooms and other facilities

- 2) Shooting is prohibited for all Academy's lecture theatre and classrooms, except for the following purposes:
  - a) Academy/School/ University driven projects
  - b) Teaching demonstrations at regular classes of AF

For the purposes other than (a) and (b), special approval must be sought from Equipment and Facilities Committee.. If student violates above rule, he or she will receive the following penalty with immediate effect:

- He/she cannot enjoy the sponsorship (\$10,000 for UG Programme; \$5,000 for HD programme and \$5,000 for MFA programme) for his/ her entire study, and is required to refund the sponsorship that used up earlier (if any)
- 3) Student must handle all the equipment and facilities of Academy of Film carefully
  - 4) Student would take full responsibility of any damages/ lost of the equipment and/ or facilities on loan. If student causes any damages/ lost of equipment and/ or facilities, he/ she has to pay all the charges arising from the damages/ loss within the specific period with the discretion of Technical Office of Academy of Film
  - 5) If he/ she fails to settle the required repair/ replacement charges for the damages/ lost of the equipment and/ or facilities; He/ she will not be allowed

to borrow equipment for any purpose (including assignment/ honours project) until the charges are settled.

- 6) Students who wish to appeal against the deadline for settling the charges could write to the Equipment and Technical Committee for their review and determination
- 7) The Academy reserves the right of final decision

### **APPLICATION PROCEDURE**

- 1) Sections for booking (please check with the Technical Office for details):

Classrooms	Opening hours
Screening Theatre 103, 104, 608	3 sections/ day
Editing Labs, Audio Mixing Room, Sound Recording Room, Sound Booth, Animation Labs and Acting Room 208, 605, 609, 610, 611, 612, 613, 614, 616, 619, 620, 621	4 sections/ day
Photographic Darkrooms 603	2 sections/ day (Mon to Fri only, Holidays off)
Photographic Studio 607	4 sections/ day
Film Studio 701	8 sections/ day
TV Studio 706	4 sections/ day

\*Dolby Atmos Sound Studio must check with the technical office

- 2) Film Studio and TV Studio can be used for video assignment shooting; Photographic Studio can be used for photo taking only.
- 3) For booking, please fill out “Room Booking Form” and submit to the Technical Office in person with the valid student ID card (specified by the course instructors would be available for booking only).
- 4) For shooting activities that involved members from outside of the Academy, applicants must provide the number of such participants (no more than 10) and their names when submitting applications for room booking.

- 5) Applicants must obtain the official stamp from the Technical Office on the completed “Room Booking Form”.
- 6) Applicants should bring along with the stamped application form for verification and inspection
- 7) For applicants who are late for more than 30 minutes, their applications will be forfeited and the reserved sections will be released for booking.
- 8) According to the regulation of the Estates Office and for security reasons, students who wish to use the Academy’s facility during non-office hours (before 9:00am and after 5:00pm) are required to fill out the “Overstay Request Form”
  - a) The completed “Overstay Request Form” should be submitted to the Technical Office for approval and, after that, submitted to the security section of the Estates Office
  - b) Applicants should bring along with the stamped overstay form for verification and inspection
  - c) The above application procedures must be completed within office hours AND 1 day before the day of overstay.

#### **REMARKS**

- a) Facilities would be available for booking only during non-teaching hours; priorities would be given to daily teaching.
- b) Users must check in person the condition (quantity and operational functions) of the equipment at the venue before using the facilities and inform the Technical Office in case of any problems
- c) In approving applications of using facilities, it is expected that users will closely follow all related regulations and take full responsibility of the facilities and the equipment at the venue., If the equipment in the room is damaged or lost, the applicant shall be responsible and compensated
- d) If there is any unexpected condition during office hours, please inform the Technical Office immediately. If it happens during non-office hours, please inform the security room first, and then report to the technical office.
- e) Animation Lab is only opened for the students who are taking relevant animation courses

## REGULATIONS

### Rooms

- 1) All rooms must always be air-conditioned to maintain cool temperature and moderate humidity for proper functioning of equipment.
- 2) To extend equipment life and for security reasons, doors and all windows of all rooms should always be shut properly.
- 3) Please turn off the computers and lights when leaving.
- 4) No smoking, eating and drinking in all rooms.
- 5) Please keep all rooms tidy and clean.
- 6) Please refrain from leaving any equipment/ items (e.g. props and furniture) in the corridor, or any rooms other than those unspecified.
- 7) It is strictly forbidden to bring any dangerous materials into any room.
- 8) Application Procedure and Regulation of Store Rooms
  - a) After borrowing equipment from AF Technical Office, the student can book a storage cage for storing equipment. The period for using the store cage is defined from the equipment application form. The student must clear the storage cage as scheduled.
  - b) Students are required to use the student ID card to enter the store room, and all unauthorized people are not allowed to use the storage cage and enter the store rooms.
  - c) The storage cage is arranged by the AF technical office. It is available to students who have borrowed equipment from the AF technical office only (CVA Building only for UG and MFA Students, ACC building is for HD Students).
  - d) Store rooms are only for temporary storage of shooting equipment.
  - e) Store rooms must be kept tidy and clean. Do not store dangerous goods such as: flammable materials, chemicals, sharp objects, glass, etc.
  - f) The technical office will open the storage cages that are still occupied after the deadline under the witness of a third party. All the items in the storage cages will be confiscated and the equipment will not be treated as returned. The student must contact the technical office immediately to arrange for equipment return. This outstanding case will be recorded



and handed over to the relevant course lecturer under existing regulations.

- g) Due to safety and fire regulations, it is strictly prohibited to place items outside the storage cage. Once found, items will be immediately confiscated and disposed.
  - h) Students should prepare their own security lock to lock their equipment inside the storage cage. They are responsible for safely managing the items. If there is any violation, the technical office has the right to break the lock and resolve any issues without any compensation.
  - i) Students are not allowed to lend out their storage cage to others for private use. If it is found that a student has lent out their storage cage, not only will the storage cage be taken back, but the student's right to borrow a storage cage in the future will also be revoked.
  - j) For security reasons, the door of the store rooms must be kept closed and CCTV cannot be obscured.
  - k) Eating and drinking is strictly prohibited in the store rooms.
  - l) AF Technical Office reserves the right of final decision on the usage of store rooms
- 9) Application Procedure and Regulation of Computer Rooms
- a) Before entering the computer room and using the computer, the student must apply at the technical office.
  - b) When using the computer room, user should pay attention to whether the computer and equipment are working properly. If there is any problem, please inform the duty technical staff to follow up.
  - c) The computer room is only for homework and teaching purposes. Other reasons for use are subject to approval by the Academy.
  - d) Eating and drinking is strictly prohibited in the computer room, users must keep it tidy and clean.
  - e) If the student needs to use the computer room during non-office hours, they must complete the overstay application form before 5 pm on the same day so they can continue to use the room.
  - f) After using the computer room, students should turn off the lights, shut down the computer and editing equipment, and close the door. Students should also backup and clear the personal files in the computer for the convenience of the next user.
  - g) After using the computer room, students should remember to check and take their belongings with them. School custodial staff will clear leftover items without any prior notice.
  - h) On the 28th of each month, the technical staff will delete all files left on

the computers. Users are advised to back up their files as soon as possible and notify the technical office as early as possible for any outstanding cases.

- i) In order to maintain a clean working environment and avoid obstructing walkways, students should not place any equipment and debris (including props and personal items) in the editing room. If any items are found they will be disposed of as waste
  - j) In order to avoid loss of information, users must backup their personal data and files at the end of each semester (i.e. before December 31 and May 31). After this deadline, the technical office will clean out all computer files without further notice
  - k) Illegal downloading, installing, and copyright infringing are strictly prohibited in the computer room. All legal debts are accrued by the individuals themselves.
- 10) Props handling and codes:
- a) Students must remove all props and sundries from campus after shooting
  - b) It is strictly forbidden to store props and sundries in the classrooms, as to not hinder classroom operation.
  - c) The rear stairs are fire escapes, and no items or props can be placed there.
  - d) Those who do not comply with these regulations will lose their right to borrow equipment and use school facilities immediately.
- 11) Any violation of the above codes will be punishable by the course director.

## Film and TV Production Studio

### Film and TV Production Studio code

- 1) The production studio is one of the most important and irreplaceable teaching classrooms in the Academy of Film. It will be used only for the following purposes:
  - a) Attending class; or
  - b) For filming that is directly related to student course work
- 2) Since the operation and maintenance procedures of the production studio are more complicated and time consuming than other classrooms, it is necessary to keep all equipment under minimal wear as the first priority.

- 3) Based on reasons listed above, the Academy of Film will conduct rigorous examination and approval of each room booking application. The Academy of Film does not guarantee the approval of each application and the Academy of Film reserves the right of final decision
- 4) If you need to take a course-related work in the production studio, please apply at the AF technical office.
- 5) When students get the notice of approval to use the production studio, it means that they will strictly abide by and obey the codes and regulations of the production studio. They are also willing to take responsibility for the use of the production studio and any related equipment.
- 6) The Academy of Film will review the borrowing codes and requirements of the production studio by assessing the application for each booking, recording any losses after usage, returning the equipment and tools, and ensuring students take full responsibility. The Academy of Film has the right to modify the approval of booking the production studio and terminate the use of the students at any time without notice.
- 7) The Academy of Film does not allow students to apply for the production studio on the behalf of non-film school students. This not only violates the school's basic guidelines for booking production studio space, but students also have to bear all relevant responsibilities and penalties.
- 8) The production studio facilities are only for students who have taken courses in the Academy of Film and have homework. Users must have relevant operational experience.
- 9) Students in the production studio should be able to operate the equipment, build set boards, and use the control room. They must have received relevant training and taken relevant courses in the Academy of Film, otherwise they are not permitted to use the room.
- 10) Non-Academy of Film students are strictly prohibited from entering the production studio control room
- 11) If other Non-Academy of Film attendees come to assist in the filming, applicants must report the name and number of such persons to the AF technical office in advance, and the maximum number of people should not

exceed 10 to meet the safety regulations for the number of people in the studio.

## Precautions in the production studio

- 1) Enter the production studio:
  - a) Applicants should bring along with the stamped application form for verification and inspection
  - b) It is strictly forbidden to bring food and drinks into the production studio
  - c) Check that all equipment is operating properly and notify the duty technical office staff immediately if there is any problem.
  
- 2) All scope of the production studio and control room:
  - a) Forbid Smoking, Eating and Drinking
  - b) It is strictly forbidden to ignite and smoke
  - c) Painting or Spray painting work is strictly prohibited
  - d) It is strictly forbidden to use materials that can damage the floor coating on the floor of the production studio, such as: floor glue, wallpaper, etc.
  - e) It is strictly forbidden to run and play
  - f) It is strictly forbidden to repair or modify the facilities and power supply unit in the production studio.
  - g) It is strictly forbidden to use the unqualified work ladder individually. The technical staff must instruct students on how to operate the work ladder before students can begin to use it.
  - h) Please keep the walkways smooth and tidy, pay attention to the safety of others
  - i) Items such as tools and nails should not be randomly placed to avoid potential injury
  
- 3) Chroma blue screen and platform:
  - a) No one may enter the blue screen and platform without approval
  - b) Those who are permitted to use the blue screen and platform must pay attention to the following:
    - It is strictly forbidden to post things on the blue screen and platform
    - Keep the blue screen and platform clean and tidy so as not to interfere with special effects work
    - Do not move the light used to illuminate the blue screen
    - After use, the platform must be covered with carpet
    - Avoid exposing the light focus to the carpet for long periods of time to prevent fire and burning

- 4) Set board:
  - a) Only allow latex paint or wallpaper
  - b) Must be fixed with a triangular wooden frame and a sandbag. After use, please pull out the nails and put them back into the storage area.
  - c) It is strictly forbidden to paint inside the production studio. For painting outside the production studio, please use newspapers to below the painting area to avoid getting paint on the ground
  
- 5) Studio lighting system and lighting bar:
  - a) All lights must be turned off before operating the lighting bar
  - b) Ensure that no persons or objects are under the lighting bar while operating to avoid danger.
  - c) Lights on the lighting bar must be fastened with a safety cable
  - d) The lighting bar is used for hanging lights only. Each lighting bar has a specified load, and other objects cannot be hung.
  - e) The barn doors should be kept open to prevent overheating and burning
  - f) It is strictly forbidden to place tools and any items on the lighting bar
  - g) Do not replace the bulbs in the light. If any light is damaged, please inform the technical office immediately.
  
- 6) Before moving lights and set boards, please wear insulated gloves for hand protection.
  
- 7) All equipment, set boards and tools cannot be removed, transferred or borrowed from the production studio
  
- 8) When leaving the production studio:
  - a) Turn off all equipment
  - b) Put the communication equipment, the audio capturing devices, and the studio cameras back to their original place. Put the lens cover on cameras; studio camera cables must be properly hung on the cable collection frame, all the factory lights must be attached to the lighting bar and raised
  - c) Before returning the production studio, the set up must be taken down, the stickers on the floor should be cleaned; all the items brought, including furniture and furnishings, should be taken away; all studio equipment and tools should be restored and neatly placed. General cleanup of the production studio before leaving.

## Other notice

- 1) All equipment and facilities of the Academy of Film are for use only by students who are currently enrolled in the Academy of Film. All non-Academy of Film students are not allowed to use the equipment and facilities.
- 2) All students must demonstrate that they have the knowledge to use the equipment and facilities properly. The AF technical office will provide relevant training courses from time to time. Students must attend the training courses otherwise they will not be able to use the equipment and facilities.
- 3) When a student borrows/returns equipment and facilities, and the technical staff has an urgent need to go out to work, the student can leave a note with the name, time and contact number so that the technical staff can contact them as soon as possible. If there is no note left, then the case may be treated as a late case.
- 4) If you have any questions about the booking application or have any general inquiries after checking the Academy of Film website and e-mail, please go to the AF Technical Office for help.
- 5) For the latest application and procedures for borrowing equipment and facilities, please keep an eye on the latest notices posted outside the AF technical office.
- 6) The Academy of Film does not guarantee the approval of each application for equipment and facilities (including rooms and production studios) and has the final decision on the approval and use of related equipment and facilities.

## Technical Office Working Hours

Check-out Time :	Mon to Fri: 14:15 – 16:15
Return Time :	Mon to Fri: 09:30 – 12:30
Others	Mon to Fri : 09:00 – 13:00 / 14:15 – 17:50 Sat and Public Holidays : Off

### Technical Support:

Undergraduate and Postgraduate: Email: [to@hkbu.edu.hk](mailto:to@hkbu.edu.hk), Tel: 3411 7473

Higher Diploma: Email: [tohd@hkbu.edu.hk](mailto:tohd@hkbu.edu.hk), Tel: 3411 8113

\*If there are discrepancies with the English and Chinese versions of the above content and regulations, then refer to the English version as the most accurate