

Academy of Film – Technical Office (A.F.T.O.) Equipment Borrowing and Room Booking Policy

Application for equipment borrowing:

- 1 To borrow equipment from the Academy of Film, students must fill in suitable equipment request form, at least one (1) day before check-out date, through the online Academy of Film Technical Office website at: <http://af.hkbu.edu.hk>
- 2 All applications will be promptly handled. Applicants will be informed whether or not the application is successful by e-mail. Make sure that your application has been accepted BEFORE checking-out the equipment. Normal application procedure for general schoolwork takes 1 (one) working day. For Special Request for Additional Academy Resources (varies from case to case), application procedure will take 3 (three) working days.
- 3 Fill in the application form with the correct information, the AF Technical Office reserves the right to reject any application that contains incorrect information.
- 4 The type of equipment, quantity, and borrowing duration for each student will be determined by respective course instructors.
- 5 Each quota can only be used for the respective course subject. No merging quotas between subjects
- 6 Equipment quota is assigned to specific students for each subject. Borrowing the equipment under other student's name is forbidden.
- 7 Equipment is used for coursework only, using the equipment for other purposes is strictly forbidden.

Check-out Procedure:

- 1 Check-out and Return must be done by the applicant in person at the time and date requested. Your application will be cancelled if you were more than 15 minutes late.
- 2 Students must bring their own valid Student ID Card to borrow the equipment, without valid student ID card you cannot allowed to check-out any equipment from AFTO.
- 3 Applicants are responsible for making sure that the quantity of the equipment and their respective pin numbers are the same as those on the checkout form. Verify that all the equipment is operating properly, any problems, consult with a Technical Officer immediately regarding the condition/operation of the equipment. If there was no problem, applicant in person must sign the application form to complete the checkout procedure.
- 4 Students must verify the used quota and any leftover quota, if any. And complete by signing the form.
- 5 Applicants must safe guard their own borrowed equipment with no transfer to other users allowed

Equipment Returning Procedure:

1. Applicants must come to the AFTO for equipment return in person at the time and date stated on the application form. If you were late, it will be considered as late return.
2. Applicants will test the equipment, as well as to prove that the equipment is in good conditions, and the quantity of equipment is as stated on the equipment sign out form. If damage/loss was found, applicants will need to file a damage/loss report.
3. If the applicant could not return to school due to accident/illness, he/she may authorize another student to return the equipment. The authorized student must bring the authorized true copy of the doctor's letter, as well as the authorization letter.

Equipment Damage, Loss or Overdue:

1. When one item of the equipment is not returned, it will be regarded as the whole lot not returned.
2. If any damage/loss/overdue was found upon the returning of the equipment, the applicant must first file an equipment damage/loss/overdue report. The applicant will be responsible for any repair at the authorized dealer. The applicant will also be responsible for replacing any lost of equipment. All the applicant's booking privileges within the Academy will be on hold until matter settled.
3. If the applicant agreed that the damage/loss is due to his/her own fault, he/she must hold responsibility for the total cost of the replacement/repair of the damaged/loss equipment.
4. Should there be any concern or disagreement regarding the responsibility/ amount of compensation for the damage/loss, the Compensation Committee will make the final judgment after a thorough consideration of the case.
5. All users must return the equipment on time; privileges in using any facilities will be suspended immediately upon late returns. In addition, late returns will be put on record, and the number of days will be treated as a reference for penalization.
6. Users are responsible for the total purchase and/or service of the equipment borrowed.
7. Applicant's right to borrow equipment and room booking facility will be suspended until the matter of compensation is concluded
8. If the user could show proof of service being made to the damaged equipment/ purchase bill to compensate for lost equipment, he/she can temporarily has his/her booking privilege release.
9. Users are responsible for the return of the serviced equipment to the Academy of Film Technical Office.

Room booking application and procedures:

1. All users who wish to use the rooms of the Academy of Film will be asked to fill in a Room Booking Form. They should come to the Technical Office in person with the completed forms for registration procedures. (Only rooms that are specified by the course instructor can be booked)
2. All rooms are divided into four sections every day: 09:00-13:00, 13:00-17:00, 17:00-24:00 and 24:00-09:00, respectively. Due to security reasons and regulation of the Estates Office, students who wish to use the Academy's rooms during non-office hours are required to fill out the 'Overstay Request Form', approved by the AFTO before further approved by the Estates Office. A permit will be given to the students to be posted on the door as a proof of approval. By the Estate Office (E.O.) regulations, all application procedures must be completed before the end of office hours 1 (one) day before the overstay day. University Security has the right to forbid users entry.
3. Applicants who has booked the room must personally come in to get a room pass. AFTO will chop on the pass and students need to post his/her room booking application form outside the room.
4. Any room that is not signed in within 30 minutes of the booked time may be loaned to other users.
5. Applicant in person must inspect the condition (quantity and operational functions) of the facilities in the room before using the room. If there was any uncertainty regarding the condition or operation of the facilities, student must inform AFTO immediately.
6. Any loss or damage on the equipment found during the period of the room booking, the student will be responsible for replacement and replace
7. Priority will always be given for teaching purposes; students can only use these rooms when there is no class scheduled.
8. Students need to have Instructor or AFTO presence to use the Studio's control room.
9. Applications to book all theatres will be administered at the Academy of Film's office.
10. Applications for Darkroom booking will be administered at the CVA618 office.
11. Users must turn off all power source and lights when leaving the room.
12. Eating, drinking and smoking is strictly prohibited in all rooms.
13. Users must maintain personal hygiene and room cleanliness and tidiness.
14. For maintenance of equipment, air-conditioning must be kept ON at all times. For security reasons, all windows and doors must be closed at all times.
15. The facilities and equipment of this Academy is available only for current students of the Academy of Film, others are not allowed to use the room/facilities.
16. Please keep the room and passage tidy and clean. Users do not store any belongings such as furniture and settings. Do not store any dangerous goods in the room
17. For security reasons, please keep the door closed so that the alarm won't sound and disturb other classes.

Other notices:

1. All applicants must prove that he/she has knowledge on the proper operational functioning and use of the equipment and facilities. The AFTO will provide related training/demonstrations periodically. Students are required to attend; otherwise, the students will not be permitted to use the equipment and/or facilities.
2. Applicants are asked to use and look after the equipment and facilities carefully. Once equipment/facilities are signed-out, students must bear full responsibility for the equipment cost of replacement /repair of any damage/loss found thereafter.
3. Please consult with the AFTO should there be any enquiries after browsing through the Academy of Film website and its emails.
4. If, at returning the equipment, AFTO has urgent matter(s) to attend to, the users should leave behind a note, indicating name, time and phone number so that AFTO can contact the users as soon as they get back. Any cases without a note will be treated as overdue.
5. Please refer to the Academy of Film notice board AFTO (CVA618) for any update on equipment borrowing and room booking policy and procedures.
6. Computer animation classroom use is only for students of the animation class, users of special conditions, such as students completing graduation work, may use the room after application and approval, as well as passing qualifying tests.
7. Undergraduates who want to use facilities for Graduates may apply using Special Request for Additional Academy Resources form, and needs to pass qualifying tests to be able to use the related facilities.
8. Users who are found to be using any equipment for personal/ profit earning use, his/ her booking privileges will be terminated immediately.

Academy of Film Technical Office opening hours:

Monday to Friday 9: 00 - 17: 30 Saturdays 9: 00 - 12: 00 Sundays and public holidays:
Closed

Equipment Return schedule:

Monday to Friday 9: 30 - 12: 30

Equipment Check Out time:

Monday to Friday 14: 15 - 16: 15

Penalty for Late Returns:

1. Late within 24 hours: Practice work or graduation work grade reduced by 1 (one) grade, e.g. Grade A falls to Grade B.
2. Late within 36 hours, grade reduced by two grades, e.g. Grade A falls to Grade C, Grade B falls to Grade D.
3. Late within 48 hours, grades for the work will be reduced to Grade F.

If the equipment is returned late due to accident or user fallen sick, the user may apply for exemption of grade reduction. The exemption letter must be approved by the related course instructor and must be photocopied for the AFTO. The letter should list, in details, the reason and proof, if any; for example, medical certificate and supporting documents.

Special Request for Additional Academy Resources (Special Approval):

1. Download Special Approval Form from: <http://af.hkbu.edu.hk>
2. Fill in the forms and prepare all the required documents, applicant must get all the documents ready before handing it in AFTO.
3. Applications will be dealt with at 17:00 everyday, result will be sent to individuals within two (2) working days. (Please refer to the Special Approval Form)

About the TV Studio:

1. The TV studio is an essential and irreplaceable asset for the Academy of Film; hence, the TV studio is only for:
 - a. Teaching and learning purposes
 - b. Practising and shooting assignments.
2. The maintenance cost and repair process for the TV studio is more complex compared with other classrooms; thus, proper and careful usage is a must.
3. Based on these factors, the Academy of Film reserves the right to approve each application for the TV studio; therefore, we do not guarantee each applicant will receive approval. Moreover, the Academy of Film has the final decision regarding applications.
4. Students may pick up applications for the TV studio at the technical office. Students must accept and follow the rules and regulations of the TV studio. They must take care of the TV studio and equipment and accept responsibility for any damages.
5. The Academy will consider the following factors during evaluations of future applications:
 - a. Condition of TV studio equipment after previous use
 - b. Overall state of TV studio when returned

The Academy of Film reserves the right to change and update the regulations at any time. The Academy reserves the right to reject applicants and terminate studio use if any regulations are broken.

Regulations for TV Studio:

1. Do not book the TV studio for other people, as it violates the Academy of Film's policy, which is the rental agreement between the department and students. For those who break this policy, there will be a penalty.
2. The TV studio is only for Academy of Film students.
3. Users need to have training from the Academy of Film before operating equipment in the TV studio and Control Room and in building up the backdrop, otherwise access will be denied.
4. Non-Academy of Film students are not permitted to access the Control Room.
5. Non-Academy of Film students must register at the Technical Office. Do not exceed ten people, as that is the capacity of the TV studio.
6. Please get the approval from the Technical Office and post the approved booking form at the door before using the TV studio.

7. Do not eat, drink, or smoke in the TV studio.
8. Do not bring spray paint into the TV studio.
9. Users can only use emulsion for painting material and wallpaper for the boards.
10. Confirm all lights are connected with safety wires to the lighting bars.
11. Do not light a fire or use the smoke machine in the TV studio.
12. Do not step on the stage or enter the blue screen area without permission.
13. Do not put anything on the blue screen or platform. After that use a carpet to cover the platform.
14. Do not use or adjust the lights for the blue screen area without permission.
15. Please wear labor gloves before moving any lighting or boards.
16. Users must pay attention when operating the lighting bar in the TV studio:
 - a. Users must ensure no people or objects are under the moving lighting bar.
 - b. Users must turn off the light before the light bar goes up or down.
 - c. Do not replace light bulbs by yourself – if any lights fail, please inform the technical office.
17. Use the triangle supporters and sand bags to stabilize the backdrop. After use, place the backdrop in the storage area before removing the nails.
18. Keep the TV studio tidy and clean. Users must take away all of their belongings such as furniture and settings. Users need to remove their backdrop after they are done with the TV studio.
19. Users must power off of the equipment, put the cap back on for the camera lens, put and organize the camera cables to their original places and move the camera and microphone stand back to the reserved area after use.
20. Do not move any equipment, backdrops or tools out of the TV studio.
21. Put back the wireless handset to its original place after use; users need to prepare the batteries for the device.
22. Please keep the passage open and clean.
23. Do not run in the studio.