VCAT Studio Policy

RESERVATIONS
The VCAT Studio is open for use by all VCAT Member-Producers in good standing. Member-Producers are allowed four (4) total reservations (for all VCAT resources) over the upcoming 60 days, at one time. Equipment reservations made in conjunction with studio use will only count as one (1) reservation.

The VCAT Studio may be reserved for up to three (3) hours per reservation and two Studio Reservations per month. A Project Form must be completed and approved prior to reserving the studio. Only the producer(s) listed on the Project Form may reserve the studio time for that specific project.

Studio time must be scheduled at least 3 working days in advance and up to 60 days in advance. IT IS HIGHLY RECOMMENDED THAT RESERVATIONS BE MADE AT LEAST ONE WEEK (SEVEN (7) DAYS) IN ADVANCE. Studio availability is subject to the availability of staff. If you require use of the studio outside of regular office hours, a minimum 10 day notice is recommended. Studio time can be tentatively reserved by email or phone; however a completed Studio Reservation Form is required to confirm each reservation.

Studio time is granted on a first come first serve basis.

SAFETY & SECURITY
In case of Emergency dial 9-1-1. Be sure to give the 9-1-1 operator the location and building number as follows:

Jesse Bethel High School, 1800 Ascot Parkway, Vallejo, Building H. Building H is located directly behind the Main Office Building.

The Producer must perform a safety check and give a safety briefing to all crew, hosts and guests pointing out safety hazards such as tripping hazards, hot lights, heavy equipment et cetera. The Producer is responsible for the proper use of all Studio Equipment and may be responsible for damage caused by improper use. Reckless or unsafe activities are prohibited within the VCAT Studio or on the Jesse Bethel High School Campus. Both (inner) Studio doorways must remain clear of obstructions and not be blocked in case of an emergency.

The Producer must also familiarize him/herself with the location of fire extinguishers and fire alarms. If more than 10 persons are involved in a production a Fire Marshall must be appointed who is responsible for evacuating the studio space and executing the fire alarm.
The Producer is responsible for Security during his/her production. All crew, hosts and guests must use the studio door (the door closest to the stairs) to enter the studio area. There is to be no traffic through the control room area except for authorized persons who are certified to use control room equipment. If a production will include more than 10 individuals it is recommended that a person be posted at the studio entrance to control who goes in and out. If this is not possible the outside entrance door to the studio must be closed.

**STUDIO TIME & RESPONSIBLE USE**

Studio time reserved includes time to set up and tear down the production. It is **highly recommended** that Producers schedule a “rehearsal session” prior to their production in order to gauge how much time is required to set up and tear down. Productions that go over the allotted amount of time may be penalized with suspension of studio use. Habitual over-time productions may lose studio privileges.

The Producer reserving the studio is responsible for conduct of their crew and program hosts and guests. All members of crew, hosts and guest must sign in and wear VCAT identification in the form of a VCAT issued ID Badge or a VCAT Name Tag while on the JBHS Campus. Because our studio is located on a Vallejo City Unified School District Campus, there is **ABSOLUTELY NO TOBACCO, ALCOHOL AND OTHER ILLEGAL OR ILLICIT DRUGS ALLOWED**. Any person who appears to be under the influence of alcohol or illegal /illicit drugs will be asked to leave, and the production may be shut down.

The Producer is responsible for all equipment and accessories within the Studio Area during his or her production. All persons operating equipment in studios must have a basic orientation to studio procedures and safety. Persons operating specialized equipment such as the studio camera, production switcher or audio board must be certified to operate that equipment. **ABSOLUTELY NO FOOD OR BEVERAGES MAY BE BROUGHT INTO THE CONTROL ROOM AT ANY TIME!** Use of food or beverages in the studios must be approved in advance. All minors must be accompanied by an adult. The use of animals of any kind must be approved in advance. All animals must be vaccinated and under owner control at ALL TIMES.

The studio must be left in the same configuration that it was found. All equipment must be properly stowed or put away at the end of each production. Failure to do so may result in suspension or loss of studio privileges.

I have read and understand this policy.

______________________________
Member-Producer Signature  
Date

______________________________
Printed Name