A guide to renting equipment in the Audio Visual Center
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Location:  
Ford Campus - W109  

Phone:  
313.664.7647  

Hours of Operation:  
Monday-Thursday: 8:00am - 10:00pm  
Friday: 8:00am - 5:00pm  
Saturday-Sunday: 12:00pm - 6:00pm  

WBF Stage Hours of Operation:  
Monday-Thursday: 8:00am - 9:30pm  
Friday: 8:00am - 4:30pm  
Saturday: 12:00pm - 5:30pm  
Sunday: 12:00pm - 5:30pm  

Kresge Photo Studios Hours of Operation (Photo and EA Students Only):  
Monday-Thursday: 8:00am - 9:30pm  
Friday: 8:00am - 4:30pm  
Saturday: 12:00pm - 5:30pm  
Sunday: 12:00pm - 5:30pm  

When classes have been cancelled due to inclement weather, the AVC will not keep regular hours. Equipment will be due back the following business day before 10:00am.  

During official CCS holiday breaks, including summer, winter and spring breaks, the AVC will be closed to students and faculty. The exact dates will be posted in advance outside of the AVC.  

Methods of Payment:  
CCS SmART Card  

The Audio Visual Center does not accept cash, check, credit or debit cards.  

Payment by these methods must be completed through the Business Office located in the Yamasaki building between the hours of 9:00am - 4:00pm.
Checkout Guidelines:
Rentals are free for current CCS students, staff, and faculty. Students are required to have their CCS student ID badge present in order to check out equipment and to make reservations. There are no exceptions. CCS ID badges are not required to return equipment.

Unless otherwise noted, all equipment checkouts are a maximum of 3 days (72 hours).

Students are expected to have a working knowledge of the operation and care of the AVC’s equipment. Please refer to a manual or your instructor for further training. Students may also refer to the Audio Visual Checkout link under the Campus Offices tab on Blackboard for a listing of equipment manuals if one is not provided.

If equipment is not returned by the due date and time, late fees (per item and per hour) and/or replacement fees will apply.

The student must be present for an inventory check prior to leaving the AVC. Please allow fifteen (15) minutes for this process. The AVC inventory check is designed to protect the CCS community, as well, as the AVC from potential equipment malfunction.

By participating in the inventory check, you are saying that the equipment and accessories are present, in correct working condition, and have been inspected by both the AVC Tech and yourself. You are also accepting total responsibility for the equipment checked out and for any fees described, including late and replacement fees.
Semester Rentals:
There are limited Intuos 3, Intuos 4, and Cintiq pens available for semester checkout in the AVC. The cost to rent a tablet for the semester is $25.00 and a pen is $15.00.

There are no reservations for semester equipment; equipment is rented on a first come, first served basis. Supplies are limited.

Issues with semester rentals should be immediately reported to the AVC. If the issue can be resolved with on-site service, the student may keep the rental until the posted due date. If the issue cannot be resolved and the issue is due to normal wear and tear, the student may be issued a replacement if the equipment is available. If the issue cannot be resolved and is due to negligence, the student will be responsible for covering the cost of repair or replacement.

The due date for semester rentals will be posted outside of the AVC. Students will be contacted once by email and twice by telephone to insure that equipment is returned. If equipment is not returned by this time, late and/or replacement fees will apply. If fees are not paid immediately, a hold will be placed on your account for the amount owed.
General Information:
Students checking out field audio or location lighting equipment will be required to complete a certification workshop prior to check out.

Certification workshops are scheduled on a class by class basis through your instructor. Make-up workshops can be scheduled on an individual basis through the AVC.

These certification workshops have been put into action to lengthen the lifespan of the AVC equipment and to educate the students and faculty in the CCS community.

Field Audio Certification Workshop:
Students will learn in depth how to use various models of microphones and field recorders. Information on recording, inputs and playback will be discussed, as well as the proper handling and care of the equipment.

The Field Audio workshops generally meet in the stage and last for about 60 minutes.

Students should arrive on time and be prepared to take notes.

Location Lighting Certification Workshop:
Students signed up for this course through their class will learn how to properly handle the Arri light kits in the AVC, which will include safety and proper storage. Students will learn lighting forms and techniques for various subjects.

The Location Lighting workshops meet in the Stage and last for about 3 hours.

Students should arrive on time and be prepared to take notes.
**General Information:**
To ensure the availability of AVC equipment, advanced reservations are highly recommended.

Reservations can be made up to two weeks in advance in the AVC in person or by phone (313.664.7647). A confirmation email will be sent to the student. It is the student’s responsibility to check the confirmation and make sure the reservation is correct.

Reserved equipment will be held for one hour after your initial reservation. After 60 minutes, equipment not picked up will be available for normal checkout by other students.

Because of limited equipment, back to back reservations cannot be made for the same equipment. However, if equipment is not reserved, the equipment may be re-checked out. Equipment may not be checked out for more than three days in a row.
Check-in Guidelines:
Equipment can be checked out for up to 72 hours. Please indicate the number of days you will need the equipment. If equipment is returned after the due date, late fees will apply.

When returning equipment to the AVC, make sure that all cables are wrapped up properly. There will be rubber bands available for cables that still need to be wrapped upon return. If cables are not wrapped correctly and the equipment is being returned after the agreed check in time, late fees will apply.

The student should be present for an inventory check prior to leaving the AVC. Please allow fifteen (15) minutes for this process. The AVC inventory check is designed to protect the CCS community, as well, as the AVC from potential equipment malfunction. If a student chooses to leave before the returned equipment is checked they assume full responsibility for any missing or broken equipment found.

By participating in the inventory check, you are saying that the equipment and accessories are present, in correct working condition, and have been inspected by both the AVC Tech and yourself. You are also agreeing to the AVC check-in procedures regarding rental policy including liability and damages.

If equipment is returned damaged, missing or stolen, the AVC Technician will print out a Replacement Invoice. This invoice will include the description of the incident, the approximate cost, and other important information. The AVC Tech will go over this portion of the form throughly with you and you will be given a copy.
Late Fees:
Overdue fees apply to all equipment not returned by the agreed upon time. This includes equipment returned with missing items, for example, a lens cap or power adapter. There are no exceptions.

Late fees vary based on equipment value. These fees range from $1.00-5.00 per hour, per item.

All fees should be paid immediately. Equipment cannot be checked out if a student has an outstanding fee. Students may still use the stage, studios, and edit suites if an outstanding fee exists.

The AVC has a right to deny equipment requests based upon rental history. If the rental agreement and equipment policies are abused, renting privileges will be revoked.

A complete list of late fees is available in the AVC.

Equipment Damage or Loss Policy:
Any person who does not return equipment will be charged a replacement fee for that item. Items contained within equipment that are not returned are also subject to a replacement fee.

If equipment is returned damaged, missing or stolen, the AVC Technician will print out a Replacement Invoice. This invoice will include the description of the incident, the approximate cost, and other important information. The AVC Tech will go over this portion of the form throughly with you and you will be given a copy.

Stolen equipment requires a police report to be filed and a copy of that report to be given to the Manager of the AVC.

Samples of Approximate Equipment Replacements:

<table>
<thead>
<tr>
<th>Item</th>
<th>Approximate Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canon G11:</td>
<td>$300.00</td>
</tr>
<tr>
<td>Canon T3i:</td>
<td>$850.00</td>
</tr>
<tr>
<td>Canon 5D Mark II:</td>
<td>$4000.00</td>
</tr>
<tr>
<td>Canon Vixia camera:</td>
<td>$650.00</td>
</tr>
<tr>
<td>Small tripod:</td>
<td>$200.00</td>
</tr>
<tr>
<td>Large Video tripod:</td>
<td>$1150.00</td>
</tr>
<tr>
<td>Large Light Kit:</td>
<td>$3000.00</td>
</tr>
<tr>
<td>Strobe Pack:</td>
<td>$1900.00</td>
</tr>
<tr>
<td>Nikon D810:</td>
<td>$2800.00</td>
</tr>
<tr>
<td>Nikon Lenses:</td>
<td>$550.00 - 2400.00</td>
</tr>
<tr>
<td>Cintiq pen:</td>
<td>$75.00</td>
</tr>
<tr>
<td>Intuos 4 tablet:</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

A complete list of equipment values is available in the AVC.
<table>
<thead>
<tr>
<th>Editing Suite Name</th>
<th>Room #</th>
<th>Equipment Included</th>
<th>Eligible Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:1 Surround Sound Mixing Suite</td>
<td>W011</td>
<td>• 12gb Memory&lt;br&gt;• LCD Panel&lt;br&gt;• Insulated walls for true sound&lt;br&gt;• ProTools Mixer&lt;br&gt;• 5.1 Surround Sound Speakers</td>
<td>Sound Editing Studio II</td>
</tr>
<tr>
<td>Stereo Sound Mixing Suite</td>
<td>W012</td>
<td>• 8gb Memory&lt;br&gt;• LCD Panel&lt;br&gt;• Insulated walls for true sound&lt;br&gt;• ProTools Rack Mixer&lt;br&gt;• Stereo Speakers</td>
<td>Sound Editing Studio I</td>
</tr>
<tr>
<td>Video Editing Suite</td>
<td>W014</td>
<td>• 4gb Memory&lt;br&gt;• TV Monitor&lt;br&gt;• Panasonic miniDV deck&lt;br&gt;• Adobe Creative Suite&lt;br&gt;• Final Cut Pro Studio&lt;br&gt;• Toast Tianium</td>
<td>Open to All Students</td>
</tr>
<tr>
<td>Recording Studio Suite</td>
<td>W016</td>
<td>• 8gb Memory&lt;br&gt;• Recording Booth w/ mounted LCD panel&lt;br&gt;• Isolation Booth&lt;br&gt;• ProTools Rack Mixer&lt;br&gt;• Stereo Speakers</td>
<td>Sound Editing Studio I</td>
</tr>
<tr>
<td>Video Editing Suite Edit Bay A</td>
<td>W018</td>
<td>• 8gb Memory&lt;br&gt;• TV Monitor&lt;br&gt;• Panasonic MiniDV Deck&lt;br&gt;• Adobe Creative Suite&lt;br&gt;• Final Cut Pro Studio&lt;br&gt;• Toast Tianium</td>
<td>Open to All Students</td>
</tr>
<tr>
<td>Video Editing Suite Edit Bay B</td>
<td>W018</td>
<td>• 8gb Memory&lt;br&gt;• TV Monitor&lt;br&gt;• VHS Deck&lt;br&gt;• Adobe Creative Suite&lt;br&gt;• Final Cut Pro Studio&lt;br&gt;• Toast Tianium</td>
<td>Open to All Students</td>
</tr>
</tbody>
</table>
General Information:
All editing suites come equipped with dual core processors and dual monitors. Please see the chart on the opposite page for more detailed equipment information.

Students are required to have their CCS ID badge present in order to check out the editing suites and equipment. The editing suites are for current CCS students and faculty only. Upon checkout, a key to the edit suite will be given to the student which should be returned when the student is finished.

It is expected that students have a working knowledge of the operation and care of the editing suites and its equipment. AVC Technicians are not trained in troubleshooting of these suites. Please see an Entertainment Arts instructor for further information on the operation of the editing suites.

Editing suites must be restored to their original condition once a reservation is complete.

Editing Suite Reservations:
Editing suites are reserved on a first come, first served basis.

Students must be on an approved list provided by EA to check out an Edit Suite room.

Reservations can be made up to two weeks in advance in the AVC.

It is recommended that the student or faculty member arrive for their reservation on time. The reservation will be held for one hour. After one hour, the editing suite will be forfeited and available for normal checkout. If you know you will be canceling or will be late for a reservation, please contact the AVC.

If an editing suite is unreserved, the AVC will accept walk-up reservations during regular AVC hours.
The Stage (W105):
The Stage has 3500 square feet of production shooting space which can be divided into four separate shooting areas. It comes complete with light stands, c-stands, background paper, flags, and other equipment. Lighting equipment is checked out through the AVC to be used on the Stage.

General Information:
Students of any department may reserve studio space in the Stage.

Students are required to have their CCS ID badge present in order to check out the studio spaces and equipment. The studio spaces are for current CCS students and faculty only.

It is expected that students have a working knowledge of the operation and care of the studio spaces and its equipment.

Usage of designated studio equipment off campus is strictly prohibited. The policies and procedures of the AVC strictly apply, including our late fee policy.

If the rental agreement and studio policies are abused, studio privileges can be revoked.

Remember that the studio spaces are a shared resource in the CCS community. Sound travels and may disrupt classes if at an unreasonable volume level.

Stage Maintenance and Care:
There is to be no food or drink within a 5’ radius of any equipment or electronic device. If a student or faculty member spills food or drink out of negligence, they will have to pay a portion of the repair or replacement fee.

Make sure to turn off the lights when not in use.

Equipment that is located within the studio space(s) must remain in its respective studio space at all times. WB Stage equipment is not to be used in the Kresge Photo Studios.

All studio spaces must be restored to the original condition in which they were found. Equipment, including light stands and sandbags must be stacked correctly. Background paper must be rolled tight, taped, and placed back in the holder.

There are cleaning supplies available for student use. If tape is used, please make sure to completely remove from the floors. Use a rag while winding cords to clean them off for the next student.
Green Screen Stage (W017):
The Green Screen Stage is an 800 square foot chromakey green studio used for video and still photography with the emphasis of post-production background composites. The Green Stage comes complete with c-stands, apple boxes, auxiliary lighting, and softboxes. The overall lighting for the stage is provided by 9 fixed Keno-Flo lights. The intensity of the lights can be adjusted by a control panel on the wall.

Because this is a unique space, great care must be taken in its use. The green floor must remain clean and unscuffed at all times. Shoe covers are provided for walking on the surface. Students will be charged $5.00 per square foot to repaint any dirt or scuff marks on the green surface.

Stage and Green Stage Reservations:
Studios are reserved on a first come, first served basis.

Reservations can be made up to two weeks in advance in the AVC.

Reservations are available up to 6 hour blocks. Students are not allowed to reserve consecutive blocks of time without prior approval. The maximum rental time for a studio reservation is 5 days with approval for set construction. Use of studio spaces beyond normal studio hours also requires prior authorization.

Students are expected to know all studio equipment needs at the time of reservation. Special materials, such as paint, fog machines, etc. require prior authorization.

It is recommended that the student or faculty member arrive for their reservation on time. The reservation will be held for one hour. After one hour, the studio space will be forfeited and available for normal checkout. If you know you will be canceling or will be late for a reservation, please contact the AVC (313.664.7647).

If a studio space is unreserved, the AVC will accept walk-up reservations during regular weekday AVC hours.
Checkout Guidelines:
Faculty and staff are required to have their CCS ID badge present in order to check out equipment. If a student will be picking up the equipment on your behalf, a detailed email with the student’s name and equipment needed must be sent to the AVC prior to pick up. **Please allow 15 minutes for an inventory check.** Even though the student will sign the form, you, the faculty/staff, are responsible for all the contents of the equipment.

Faculty and staff must have a working knowledge of the operation and care of the AVC’s equipment.

Reservations:
To ensure the availability of equipment, please make advanced reservations. Faculty can make advanced reservations by emailing avc@collegeforcreativestudies.edu or calling the AVC at 313.664.7647. Reservations for equipment should be made at least 2 weeks in advance.

Check-In Guidelines:
When returning equipment to the AVC, please make sure that all cables are wrapped up correctly.

The faculty, staff member, or their representative, must be present for an inventory check prior to leaving the AVC. **Please allow 15 minutes for this process.**

Replacement:
Faculty and Staff who do not return equipment will be charged a replacement fee for that item. The departmental Chair will also be notified of any late, damaged, or missing equipment.

If equipment is returned damaged, missing or stolen, the AVC Technician will print out a Replacement Invoice. This invoice will include the description of the incident, the approximate cost, and other important information. The AVC Tech will go over this portion of the form throughly with you and you will be given a copy.

Class Tours:
If you are interested in arranging for your class to come in to the AVC for a tour, please contact the AVC and ask to speak with the manager on duty.

Special Projects:
We will work to the best of our ability in the AVC to meet your special requests. Please contact Jerome Burns at 313.664.7645 or jburns2@collegeforcreativestudies.edu to plan the logistics, such as scheduling needs or equipment requests.
Hosting CCS Events:
The AVC supports special events by providing audio visual equipment and set-ups for internal functions, lectures, and web conference meetings.

Please allow enough time for set-ups and testing prior to your event. Any requests made less than two weeks in advance may negatively impact the support needs for your event. Please send an email to Crista Deneau at cdeneau@collegeforcreativestudies.edu for scheduling AV support.

Academic Technology can provide limited video recording of internal CCS events in the Anderson Auditorium. If you are interested in arranging your own recording, please feel free to contact the AVC or Laurie Evans for with any questions you may have about arranging for recording.
The Audio Visual Center
College for Creative Studies
201 E. Kirby
Detroit, MI 48202

W109 - 313.664.7647
avc@collegeforcreativestudies.edu

Fall and Winter Hours of Operation:
Monday-Thursday: 8:00am - 10:00pm
Friday: 8:00am - 5:00pm
Saturday-Sunday: 12:00pm - 6:00pm

Last Updated: August 2015