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 - 10:15pm  
Friday: 8:00am - 5:00pm  
Saturday-Sunday: Closed

Checkout Hours for 24 Hour Rentals:  
Monday: 12:00pm - 10:00pm  
Tuesday - Wednesday: 8:00am - 10:00pm  
Thursday - Friday: 8:00am-4:30pm  
Saturday-Sunday: Closed

WBF Stage Hours of Operation:  
Monday-Thursday: 8:00am - 9:30pm  
Friday: 8:00am - 4:00pm  
Saturday: 10:00am - 3:30pm  
Sunday: 12:00pm - 5:30pm

Kresge Photo Studios Hours of Operation:  
Monday-Friday: 8:00am - 9:30pm  
Saturday: 12:00pm - 5:30pm  
Sunday: 12:00pm - 5:30pm

Methods of Payment:  
CCS SmART Card  
Check  
The Audio Visual Center does not accept cash, credit or debit cards.

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.

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.
Checkout Guidelines:
AVC equipment rentals are free for current CCS students. Students are required to have their CCS student ID badge present in order to check out equipment. There are no exceptions.

Prior to renting equipment in the AVC, all students will be required to sign a detailed Equipment Rental Contract. This contract will be kept on file for one school year. Details concerning equipment check out/in policies, late fee information, and replacement fees will be updated on a yearly basis.

Equipment rented between Monday through Wednesday is due back twenty-four [24] hours after initial rental. For example, equipment checked out on a Monday at 7:00pm would be due on Tuesday at 7:00pm.

Equipment can only be checked out on Thursday and Friday between 8:00am-4:30pm for the 24 hour period. For example, equipment checked out on Thursday at 3:30pm would be due back on Friday at 3:30pm. Equipment can be checked out after 4:00pm on Thursdays but would then be considered a daily rental, with the equipment due back at 10:00pm on that same day. For example, equipment checked out on Thursday at 6:30pm would be due back that same Thursday at 10:00pm.

Friday rentals are due back by 10:00am on the following Monday. **Equipment will not be available for rental between 10:00am-12:00pm on Mondays for inventory purposes.**

Daily rentals are due back before 10:00pm the day of rental. There are no exceptions.

If equipment is not returned by the due date and time, late fees and/or replacement fees will apply. If equipment is returned late three times in one semester, the student’s checkout record will be reviewed and the student may have his/her check out privileges revoked for the rest of that semester.

If equipment is returned broken or has items lost/stolen three times, the student’s checkout record will be reviewed and the student may have his/her check out privileges revoked for their remaining career at CCS.

Equipment may not be checked out for more than two consecutive days, excluding weekends.

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.

It is strictly prohibited to rent the two of the same piece of equipment. For example, two Canon ZR960s. Students are also not allow to rent additional camera batteries from the AVC. This includes camera batteries for individual rental.
Semester Rentals:
There are limited Intuos 3, Intuos 4, and Cintiq pens available for semester checkout in the AVC. The cost to rent for a semester is $25.00.

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

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.

The AVC recommends students purchase their own personal Intuos tablet. The CCS computer labs have the drivers for Intuos 3/4 tablets. There are no Bamboo tablet drivers on any lab machine.
General Information:
Students checking out field audio or location lighting equipment will be required to complete a certification workshop prior to check out.

Workshops generally take place in the Stages every Wednesday and Friday from 11:30am -12:30pm through midterms (middle of October in the Fall and beginning of March in the Spring). After midterms, workshops can be arranged by appointment only.

A complete list of certification workshops will be available under the Audio Visual Checkout link under the Campus Offices tab on Blackboard, as well as posted outside of the Audio Visual Center. Stay tuned to the information monitors on either campus for an up-to-date listing of current workshops.

Each session will begin promptly at the posted time. Reservations for the workshops can be made in the AVC or emailed to avc@collegeforcreativestudies.edu

After completion of the workshop, students will be allowed to check out audio and lighting equipment for their entire career at CCS, unless it is determined by AVC management that due to broken or mistreated equipment, re-training is required.

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/Location Lighting Certification Workshops:
Students will learn how to properly handle the Arri light kits and various studio lights. Lighting safety in the studios will be heavily emphasized. Students will also learn how to use various models of microphones and H4 Zoom Field Recorders. Information on recording, inputs and playback will also be discussed.

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 or by contacting the AVC via email at avc@collegeforcreativestudies.edu.

Reserved equipment will be held for one half hour after your initial reservation. After 30 minutes, equipment not picked up will be available for normal checkout. This includes Friday reservations.

Advanced reservations cannot be made after 4:00pm on Fridays. The AVC closes promptly at 5:00pm on Fridays.

Because of limited equipment, reservations cannot be made for equipment for two consecutive days. However, if equipment is not reserved, the equipment may be re-checked out. Equipment may not be checked out for more than two days in a row, excluding weekends.
Check-in Guidelines:
Equipment is due back twenty four [24] hours after initial check out. Friday rentals are due back by 10:00am on the following Monday. Daily rentals are due back before 10:00pm the day of rental. There are no exceptions. If equipment is returned after that time, 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 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 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 fill out a Replacement Agreement. This form 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 thoroughly with you. Once the form is signed, you will be given a copy. An AVC Supervisor will then contact you regarding the replacement or repair cost via CCS email.
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.**

**All equipment returned late will be charged a flat fee of $35.00.** For example, if equipment is due back at 3:00pm on a Tuesday, at 3:05pm, the equipment is considered late. The student will be automatically charged the $35.00 fine. **There is not a grace period for late fees.**

An additional fee of $10.00 per day beginning at 10:00am the following day will be added until the equipment is returned to the AVC. Late fees will continue to accrue over the weekend. For example, if equipment is due back at 2:00pm on a Wednesday and not returned until the following Monday at 9:30am, the late fee would be $75.00. If returned on that Monday at 10:30am, the fee would be $85.00.

All fees must be paid immediately. If an overdue fee is not paid at the time of equipment return, a hold will be placed on the student’s account for the amount owed. No additional equipment can be checked out without immediate payment of overdue fees. If equipment is returned late three times in one semester, the student’s checkout record will be reviewed and the student may have his/her check out privileges revoked for the rest of that semester.

**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.**

**Equipment Damage or Loss Policy:**
Any person who does not return equipment will be charged a replacement fee for that item. This includes students who do not return daily rentals before 10:00pm on the day of rental. 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 Tech will fill out the Replacement Agreement. This form 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 thoroughly with you. Once the form is signed, you will be given a copy. An AVC Supervisor will then contact you regarding the replacement or repair cost via CCS email.

All fees must be paid immediately. If an overdue fee is not paid at the time of equipment return, a hold will be placed on the student’s account for the amount owed. No additional equipment can be checked out without immediate payment of overdue fees. If equipment is returned broken or has items lost/stolen three times, the student’s checkout record will be reviewed and the student may have his/her check out privileges revoked for their remaining career at CCS.

**Approximate Equipment Replacements:**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Replacement Cost</th>
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<tbody>
<tr>
<td>Canon G12:</td>
<td>$450.00</td>
</tr>
<tr>
<td>Canon ZR960:</td>
<td>$250.00</td>
</tr>
<tr>
<td>Canon 5D Mark II:</td>
<td>$3250.00</td>
</tr>
<tr>
<td>Canon Vixia HF M400:</td>
<td>$600.00</td>
</tr>
<tr>
<td>Small tripod:</td>
<td>$60.00</td>
</tr>
<tr>
<td>Large tripod:</td>
<td>$850.00</td>
</tr>
<tr>
<td>Tripod mount:</td>
<td>$20.00</td>
</tr>
<tr>
<td>Camera AC adapter:</td>
<td>$100.00</td>
</tr>
<tr>
<td>Camera battery:</td>
<td>$60.00 - $100.00</td>
</tr>
<tr>
<td>Firewire cable:</td>
<td>$20.00</td>
</tr>
<tr>
<td>Cintiq pen:</td>
<td>$75.00</td>
</tr>
<tr>
<td>Intuos 4 tablet:</td>
<td>$350.00</td>
</tr>
<tr>
<td>Editing Suite Name</td>
<td>Room #</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>5:1 Surround Sound Mixing Suite</td>
<td>W011</td>
</tr>
<tr>
<td>Stereo Sound Mixing Suite</td>
<td>W012</td>
</tr>
<tr>
<td>Video Editing Suite</td>
<td>W014</td>
</tr>
<tr>
<td>Recording Studio Suite</td>
<td>W016</td>
</tr>
<tr>
<td>Video Editing Suite Edit Bay A</td>
<td>W018</td>
</tr>
<tr>
<td>Video Editing Suite Edit Bay B</td>
<td>W018</td>
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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 may capture work from a digital video camera, edit their work, and burn work to a DVD in any of the MAC labs on campus.

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.

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.

The AVC is not responsible for the loss or theft of property while students are using the editing suites. It is AVC policy that the doors to the editing suite remain locked at all times. If a student must leave the editing suite, please check back in with the AVC to be let back into the room. Do not prop open the door. If leaving after AVC’s normal hours, please check back with Security to be let back into editing suite.

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

Reservations can be made up to two weeks in advance in the AVC or by contacting the AVC via email at avc@collegeforcreativestudies.edu.

Reservations are available in ninety [90] minute blocks. Students are not allowed to reserve consecutive blocks of time.

It is recommended that the student or faculty member arrive for their reservation on time. The reservation will be held for one half hour. After 30 minutes, 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 weekday AVC hours.

Weekend reservations must be made before 12:00pm on Friday for adequate notice to be given to CCS Security. Upon arrival for a weekend reservation, please make sure to check in with Security.
General Information:
Students of any department may reserve studio space in the Stage. However, equipment designated for the studio spaces in the Stage are only available to those students enrolled in Entertainment Arts and Photography studio classes.

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 studio equipment off campus is strictly prohibited. Equipment can be rented from the AVC to go off campus. 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] is labeled for each studio and is to remain in its respective studio space at all times. For example, “Studio A” equipment must remain in “Studio A” and the 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. AVC Technicians will go through an inventory check at the beginning and end of the reservation. Please allow at least fifteen (15) minutes for this process.

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.
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 or by contacting the AVC via email at avc@collegeforcreativestudies.edu.

Reservations are available in 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 48 hours. 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 half hour. After 30 minutes, 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.

If a studio space is unreserved, the AVC will accept walk-up reservations during regular weekday AVC hours.

Weekend reservations must be made before 12:00pm on Friday for adequate notice to be given to CCS Security. Upon arrival for a weekend reservation, please make sure to check in with Security.
Checkout Guidelines:
Faculty and staff are required to have their CCS ID badge present in order to check out equipment. To send a student representative to check out equipment is strictly prohibited. The faculty/staff member must be present for the inventory check. Please allow 15 minutes for this process. Once the form is signed, you are now responsible for all the contents of that equipment bag.

All equipment must be picked up by the instructor, with the exception of television carts from W109 in the Walter B. Ford II Building.

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 1 week in advance.

Check-In Guidelines:
All equipment is due back before 10:00pm on the day of rental. Extensions on equipment must go through Jerome Burns. There are no exceptions.

When returning equipment to the AVC, please make sure that all cables are wrapped up correctly.

The faculty/staff member must be present for an inventory check prior to leaving the AVC. Please allow 15 minutes for this process.

If equipment is returned late habitually, the AVC does reserve the right to revoke rental privileges.

Replacement:
Any person who does not return equipment will be charged a replacement fee for that item. This includes items contained within equipment, for example, a power adapter, firewire cable, etc..

If equipment is returned damaged, missing or stolen, the AVC Technician will fill out the AVC Technician will fill out an Equipment Damage Report. This form 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 thoroughly with you. Once the form is signed, you will be given a copy. An AVC Supervisor will then contact you regarding the replacement or repair cost via CCS email.

Class Tours:
If you are interested in arranging for your class to come in to the AVC for a tour, please contact Jerome Burns at x7645 or at jburns2@collegeforcreativestudies.edu

Special Projects:
We will work to the best of our ability in the AVC to meet your special requests. Please contact Jerome Burns to talk about the logistics, such as scheduling needs or equipment requests.
Hosting CCS Events:
Please note that any event you plan on hosting needs to be cleared through the Institutional Advancement department. Once cleared, please complete the Meeting and Events Form, which is located online under the Institutional Advancement page on Blackboard.

If your event takes place in the auditorium and you require assistance for the use of the projector and/or the sound system, it is imperative that you complete the Meeting and Events Form, at least two weeks in advance for adequate staff to be available.

If you would like a trained work-study to remain in the auditorium for the duration of the event, please contact Jerome Burns or Michelle Peck at least two weeks in advance for adequate staff to be available. At this time, we rely on trained work-study students. The fee for this service is $10.00 per hour including travel time. Compensation will be paid directly to the student by your department.

If you would like the event to be videotaped, all persons speaking are required to sign a release form provided by the AVC, which needs to be returned to the Academic Technologies department or to the student videographer prior to the event. The guest lecturer cannot change any part of the release form; if the form is not signed, the event will not be videotaped. In the occasion that a guest lecturer refuses to sign the form, the student videographer must still be paid for their time by your department. Entertainment Arts students are hired to videotape all events. The fee for this service is $15.00 per hour including travel time. Compensation will be paid directly to the student by your department.

All original MiniDV tapes or SD cards used in filming remain the property of CCS.

All lecturers must be available 45 minutes prior to presentation time to fill out the required paperwork and set up the necessary equipment.

Any requests made less than two weeks in advance may negatively impact the support needs for your event.
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 - 10:15pm
Friday: 8:00am - 5:00pm
Saturday-Sunday: Closed

Fall and Winter Studio Hours of Operation:
Monday-Thursday: 8:00am - 9:30pm
Friday: 8:00am - 4:00pm
Saturday: 10:00am - 3:30pm
Sunday: 12:00pm - 5:30pm