Arri Resource Center (ARC) Checkout Procedures and Agreement

Manzanita Hall Rm. 191  (818) 677-3802
Email: CTVAEquipment@csun.edu
Hours: Mon-Fri  8:00am - 6:50pm
(Hours Subject to Change)

CSUN CTVA students are given access to various film, audio, and video equipment required for their classes. Each class has equipment that is designated for that class ONLY. Students will not be able to reserve equipment designated for classes in which they are not enrolled. *Please note that for the FALL 2017 semester; reservations for equipment can only be made online, reservations for rooms need to be done on the sign up sheet on the doors.

CHECKOUT GUIDELINES
EQUIPMENT DROP OFF - 8:00am until 1:00pm
EQUIPMENT PICK-UP - 2:00pm until 5:30pm (last appointment)

Students have to reserve equipment online through WebCheckout.
To access WebCheckout students/faculty need to download a VPN to your device/computer from: www.csun.edu/it/vpn

Checkout Procedures & Student/Faculty Info Checkout Forms must be submitted through email at: CTVAEquipment@csun.edu

- Reservations cannot be made more than two (2) weeks in advance and they must be made AT LEAST six hours (6) in advance.
- Reserved equipment is to be picked up after 2:00pm and on the pick-up date.
- Checked out equipment MUST be returned by 1:00pm SHARP! If you miss your appointment ANY additional equipment reservations and/or adds WILL BE DENIED UNTIL ALL EQUIPMENT from any previous reservation has been returned.
- The student whose name is on the Equipment Reservation Request is responsible for ANY and ALL damage to equipment while it is in their possession.
- Failure to abide by these rules will result in academic penalties

MUSIC AND SFX CDS:
- The music and sound effects library is available for HOURLY use. There is ABSOLUTELY NO OVERNIGHT CHECKOUT of music and/or sound effects.
- A CSUN ID is required upon checkout of Music and/or SFX.

LOADING/UNLOADING EQUIPMENT:
- A Loading Pass is required for loading/unloading of equipment near or behind Manzanita Hall. The Loading Pass can be obtained at the information booth at either LINDLEY & NORDHOFF or PRAIRIE & DARBY. Vehicles not displaying a Loading Pass are subject to being ticketed or towed.

I, ____________________________________________, have read and understand the information outlined above and agree to abide by all of the above ARC guidelines and procedures.

___________________________________________________________   Date:_________________________
(Signature)

Revised August 2017
Equipment Room Checkout Information Form

SEMESTER - SPRING/FALL 20______
(Circle One) Year

COMPLETE ALL OF THE SPACES BELOW - (PLEASE PRINT LEGIBLY)
(Like you’re writing for a four-year old)

____________________________________________________________________________________
Name
____________________________________________________________________________________
Address
____________________________________________________________________________________
City Zip Code
Primary Phone Number (w/area code) Alternate Phone Number (w/area code)
Email Address
__________________________________________________________________
School ID Number_______________________________
YEAR LEVEL (Place Check Mark Next to Year Level)
FRESH______ JR._______
SOPH______ SR_______

PLEASE CIRCLE ALL CTVA PRODUCTION CLASSES IN WHICH YOU ARE ENROLLED

230  240  250  List Professor and Day/Time of Class
260  341  342  List Professor and Day/Time of Class
355  357  358  List Professor and Day/Time of Class
441  442  452  List Professor and Day/Time of Class
461  464  595E  List Professor and Day/Time of Class

PLEASE PLACE A CHECK MARK NEXT TO YOUR CTVA DEPARTMENT AREA OF EMPHASIS

____Electronic Media Management       ____Television Production       ____Screenwriting
____Media Theory & Criticism          ____Film Production              ____Multimedia Production

List Your Favorite Movie

Revised August 2017