

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

(Please Print Name)

information outlined above and agree to abide by all of the above ARC guidelines and procedures.

(Signature)

Date: _____

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 _____

*TO GAIN ONLINE ACCESS TO THE
PATRON PORTAL IN WEBCHECKOUT
A PASSWORD MUST BE CREATED.*

YEAR LEVEL (Place Check Mark Next to Year Level)

FRESH _____

JR. _____

SOPH _____

SR _____

PATRON PORTAL PASSWORD
(Needed to Make Online Reservations)

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

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 _____