



Equipment Borrowing Procedure

The school has recently upgraded equipment and therefore to ensure everyone has an equal opportunity to use the equipment we've also updated our policy on booking and checking out equipment. The booking process has been changed to make it more efficient, organized and accurate.

The new policy is as follows:

- All equipment must be booked at least 48 hours in advance (even if the equipment isn't going to leave the building). All bookings must be submitted via email directly to Orvon (o.gough@qsft.qld.edu.au) Please use the same procedure if you require the studio, class room or an editing suite (A print out of booked equipment will be made available every Monday on the student notice board during assignment periods)
- Please indicate in your email:
 1. Your name and group members names
 2. What assignment/project you're working on
 3. Dates required and approximate pickup and drop off times
 4. All equipment you require (Please see our equipment list for details) (Available on QSFT website)
- Equipment can be booked out on Monday, Wednesday and Friday. Pickup is between 2pm and 5pm (1:30pm to 4:00pm Friday)
- All Equipment returned by 1:30pm
- All data from SD cards will be wiped upon return. Please allow yourself time to digitize footage before return so cameras including the SD cards can go out to other students
- For in-class assignments/shoots, equipment should be picked up no later than 5:30pm and locked in the sound room at the end of the night
- Equipment can be returned early however please return it before 4:30pm
- Equipment can be booked up to 2 weeks in advance
- Maximum hire time is 2 days (unless arrangements have been made)
- Priority is given to students working on assessment
- If you're required equipment is not available you'll be contacted via email

PERSONAL USE

If you are using school equipment for personal use (ie a short film), you'll need to:

- submit your booking 7 days in advance
- provide a crew list (crew should be QSFT students, you'll need approval if you have crew that aren't students)
- Cast list
- Script
- Location list with location agreements and permits (if required)
- Please contact reception for more details

PAID WORK

Due to the high demand of equipment and insurance restrictions, students doing paid work are unable to use QSFT equipment. You'll need to source your own equipment from the various equipment rental houses.

MAINTAINENCE

To maintain equipment, please use care when operating any piece equipment:

- Don't use excess force
- Don't expose equipment to extreme conditions (wet, dusty, hot, etc) and unsafe environments. This includes mounting equipment on a vehicle, hung outside a moving vehicle or any type of activity that could potentially damage equipment.
- Keep track of all the bits and pieces that can be easily lost.

The school has invested thousands and thousands of dollars into new computers, editing software, cameras and lenses. Please respect the equipment so everyone can use well maintained gear.

OPERATING EQUIPMENT

If you're unfamiliar with how any of the equipment works, please refer to the user manual, see Orvon or your Lecturer. Feel free to book a time with Orvon to go over the gear and its operation.

For all new equipment you'll need to have in-class training and demonstrate competency before you are able to hire out equipment.

When returning equipment make sure all gear is neatly stored in it's correct spot/case, cables rolled correctly and report any faults or damage.

Equipment damaged and not reported will generate a "please explain" letter from Head of School.

Upon checking out equipment you'll be bound by the below terms and conditions.

Hiring Terms & Conditions

1. You assume responsibility for all damage and/or loss of the equipment (excluding normal wear and tear). Lost or deliberately damaged equipment will be replaced at the borrower's expense
2. Equipment should not be exposed to any extreme conditions (dusty, wet, hot, etc) and/or mounted on a vehicle, hung outside a moving vehicle or any type of activity that could potentially damage equipment
3. Equipment should only be used by current QSFT students, QSFT Lecturers and staff
4. Equipment will be used in a safe and correct manner
5. By signing this agreement you are accepting that at NO time will equipment be left unattended and be stored in a secure place when not in use (a locked vehicle is not a secure place)
6. Late returns without notice will incur a late fee of \$50 per hour