

# Equipment Distribution Center (EDC)

## TERMS OF USE

19 Avery Street  
Phone: 617-824-8815  
[edc\\_staff@emerson.edu](mailto:edc_staff@emerson.edu)

In Semester  
Monday - Thursday: 9:00am - 9:00pm  
Friday: 9:00am - 7:00pm  
Intersession  
Monday - Thursday: 9:00am - 5:00pm  
Friday: 9:00am - 2:00pm

## Managers

Jake Nadeau, Evening Operations Manager  
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Damon Blankenship, Evening Operations Supervisor  
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Zachary Ickes, Quality Control Manager  
Phone: 617-824-8039 | [zachary\\_ickes@emerson.edu](mailto:zachary_ickes@emerson.edu)

Suzanne Iacobucci, Film Operations Manager  
Phone: 617-824-8962 | [suzanne\\_iacobucci@emerson.edu](mailto:suzanne_iacobucci@emerson.edu)

Timothy MacArthur, Director, MTP Technical Operations  
Phone: 617-824-8433 | [timothy\\_macarthur@emerson.edu](mailto:timothy_macarthur@emerson.edu)

Emerson College  
Media Technologies and Production (MTP)  
[www.emerson.edu/mtp](http://www.emerson.edu/mtp)  
Online Support @ [www.edc.emerson.edu](http://www.edc.emerson.edu)

## Access to Equipment

The Equipment Distribution Center (**EDC**) serves the students, faculty, and staff of Emerson College by vending media production equipment for curricular use. The mission of the EDC is to ensure that its patrons have timely access to production equipment in good working order while providing high quality technical and operational support.

Emerson College students currently enrolled in approved production courses, having authorization from a course instructor, and showing valid Emerson ID may borrow equipment for assigned class projects.

Due to the high volume and quick turnaround of student checkouts, equipment **may not be used for productions of any other kind**, including but not limited to, co-curricular organizations, paid projects, or other personal work.

Equipment checked out **may not be signed out for, or loaned to, other students**. In the case of a group project, one student will be primarily responsible for the equipment but group members within the class can be added to the reservation as “associated patrons”. The primary student, however, remains responsible for any penalties.

### Process for Equipment Authorization

Prior to the beginning of each semester, faculty determine the equipment required for each course’s curriculum, which is then sent to EDC managers. Once the equipment has been demonstrated in class, the EDC will authorize the entire class to use the equipment.

**A student’s equipment authorizations are not cumulative** and prior authorization for a specific piece of equipment does not ensure its availability in future semesters.

Authorized students wishing to use EDC equipment must agree to and sign the EDC Terms of Use. By signing the Terms of Use, each student agrees to abide by the policies and procedures set forth by the EDC. **It is the student’s responsibility to read, understand and comply with the Terms of Use.**

### Approved Operators and Special Equipment

Certain pieces of VMA equipment require special approval to check out. Students must attend VMA workshops to become certified “approved operators” for the following items:

- Advanced Cameras (Canon EOS C300, Sony PMW-F5 & PXW-FS7)
- Advanced Rigging (Matthews Overhead Frames & Menace Arm)
- Advanced Movement & Stabilization (Kessler Pocket Jib and EasyRig Vario 5)
  - Only one specialized stabilization rig (e.g. Dana Dolly, EasyRig, etc) is allowed per shoot until 48 hours before checkout (if additional operators and rigs are available).
  - EasyRig Vario 5 certification may be completed online.
- Wireless Technology (SmallHD Wireless Monitor Package & Wireless Follow Focus Kits)
- HMIs (Arri M18, M12, 575 and K5600 Jokerbugs)

Further information regarding certification workshops may be obtained by contacting David Reeder ([David\\_Reeder@emerson.edu](mailto:David_Reeder@emerson.edu)).

**NOTE:** If the producer is not authorized to check out specialized equipment, **they must have an approved operator** associated with the reservation who is solely responsible for operating said equipment at checkout and during production.

## Equipment Safety

**VMA** students must present a completed and approved Safety Form at the time of checkout. A new Safety Form must be completed for each production. **The EDC strongly recommends that this form be completed before students arrive to pick up their equipment.**

- Students can fill out Safety Forms via the VMA Production Portal on the [Student Production and Safety Resources](#) web page.
  - <https://www.emerson.edu/academics/academic-departments/visual-media-arts/student-production-and-safety-resources>
- For any questions or concerns regarding the Safety Form, please contact the Director of Production & Safety, Lenny Manzo, at [leonard\\_manzo@emerson.edu](mailto:leonard_manzo@emerson.edu) or (617)-824-8126.
- VMA students must comply with VMA's [Covid-19 Production Safety Guidelines](#).
  - [https://docs.google.com/document/u/1/d/e/2PACX-1vS4gpLqCai6FA9v\\_sK51QXgBBNjAx5L\\_UmHpFVPdl34f6qQ\\_bWENVNJ-z8o3q-mRIb-3lffHErv-8W/pub?urp=gmail\\_link#h.lwu65sen2sec](https://docs.google.com/document/u/1/d/e/2PACX-1vS4gpLqCai6FA9v_sK51QXgBBNjAx5L_UmHpFVPdl34f6qQ_bWENVNJ-z8o3q-mRIb-3lffHErv-8W/pub?urp=gmail_link#h.lwu65sen2sec)

**NOTE:** *VMA Audio and Photography courses are permitted to check out equipment without a safety form.*

**School of Communication and Journalism** students must complete an Equipment Safety Course on Canvas in order to receive a safety certification. To do this, they must review all pages in the class modules section, then pass a quiz on the course material. EDC staff will request to see a Journalism student's badge or SOC student's passing score within Canvas during their pickup.

- Students must be invited to the Equipment Safety Course by their instructor. For any questions or concerns regarding the Equipment Safety Course, students should speak directly with their instructor.

**NOTE:** All students checking out equipment for Journalism assignments must have completed and passed the Equipment Safety Course on Canvas within the current academic year.

**Additionally, students must comply with all**

**[EMERSON COLLEGE FILMING POLICIES](#)**

<https://www.emerson.edu/policies/film-shooting>

## Policy & Procedure

### Holidays and Inclement Weather

The EDC operating schedule aligns with the Emerson College academic calendar in regards to holidays and early closings. The EDC will be closed on all dates marked "no classes" on the academic calendar. The 2021-2022 academic calendar can be accessed at

<https://www.emerson.edu/academics/academic-calendars/2021-2022-academic-calendar>.

In the event of an unscheduled late opening, early closing, or full campus shut down due to inclement weather or other unforeseen circumstances, an EDC staff member will reach out to all patrons with reservations or returns. The EDC staff will coordinate with patrons to reschedule reservations and returns for a later date.

## Reserving Equipment

All reservations *except for VMA BA/BFA/MFA thesis productions* must be made via WebCheckout's self-service "**Patron Portal**" system. Patron Portal can be accessed at <https://webcheckout.emerson.edu/patron> after agreeing to the EDC Terms of Use.

- Reservations are to be made within **one of three circulation windows**:
  1. Tuesday pickup - Thursday return (**Tue - Thu**).
  2. Thursday pickup - Monday return (**Thu - Mon**).
  3. Friday pickup - Tuesday return (**Fri-Tue**).
- **The EDC is closed on Wednesday**. In the event of an equipment-related emergency, support staff are on site and available to assist.
- EDC traffic is limited to **5 reservations per 15 minute window**. If Patron Portal does not allow you to confirm your reservation, please try changing the pick up and return times you are requesting.

## Reserving Equipment (BA, BFA, MFA)

Equipment for VMA BA/BFA/MFA Thesis projects should be requested via email, addressed to [edc\\_staff@emerson.edu](mailto:edc_staff@emerson.edu). **Faculty advisors should be CC'd on all emails** regarding the production. **The initial reservation and all subsequent updates must be approved by the faculty member(s) advising the project.**

- Equipment requests should be complete when submitted to the EDC. ***The final equipment list should be confirmed 48 hours before checkout. Additions made at the time of checkout may not be fulfilled immediately and patrons may need to return at a later time.***

## Checking Out Equipment

Upon arrival at the EDC, it is the student's responsibility to **thoroughly check the provided equipment, confirm all items listed are present and in working order, then sign for the equipment via the [EDC's Virtual Reservation Agreement Form](https://forms.gle/iKEUdLamX4Loyynr5)** found at <https://forms.gle/iKEUdLamX4Loyynr5>.

- Students should alert EDC staff if anything is missing, malfunctioning, or otherwise unusual during their equipment checkout.
  - The student signing the loan agreement form is **solely responsible for loss and/or damage, including any items that were not reported as missing or damaged** at the time of pickup.
  - **Equipment may not be checked out on behalf of, or loaned to, other students.** The student who made the reservation must be present at checkout and is responsible for ensuring that the correct procedure is followed and all necessary forms are completed.

For large, crewed projects, **no more than 3 key crew members should be present** to assist with checkouts or returns. If more crew are needed, it must be cleared with an EDC manager prior to their arrival.

Reservations are held past pick-up time for **30 minutes** unless the EDC is notified of a delayed arrival. After this time the reservation is automatically canceled and the equipment is made available to other students.

If a problem arises with the equipment while it is checked out, students are required to **immediately notify EDC staff** of the issue. **Do not attempt repairs or disassemble any equipment.** Abuse of equipment will result in financial penalties and/or revocation of borrowing privileges.

## Returning Equipment

Students must return all equipment by the specified return time for their reservation. Late returns will result in an hourly fine being assessed. If extra time is required, students may seek a renewal by contacting the EDC. Extensions may be granted pending equipment availability. **All reservation extensions require at least one hour of advance notice.**

EDC staff check-in all equipment using a two-step process:

1. Staff check that major components have been returned on time without obvious damage.
2. The equipment is thoroughly tested to ensure all components are present and in good working order.

Students are able to leave the EDC after the first step but may be notified if an issue with the equipment is discovered during the second step, typically within **five** business days.

In the case of a production where multiple students collaborate using multiple reservations, **it is the responsibility of each student to ensure their equipment is separated** based on their individual reservations. **The EDC is not responsible for finding mis-matched components**, and students *may be charged* if it is not possible to decipher which equipment was returned improperly (especially with un-numbered components *i.e.* sandbags).

Should we add something about school closings (primarily weather)? Basically “school’s closed, we’re closed”

## Penalties

An equitable rotation of equipment among students must be maintained to ensure fair access for all parties. **Proper use and timely return of all equipment is essential**, and penalties may be drawn in certain cases of time-mismanagement, neglect or misuse. Penalties include fines, replacement/repair charges, and revocation of equipment access (permanently, in the severest cases).

**Deviation from the EDC’s policies and procedures may incur the following fees:**

**Loss Fees:** When an item or individual components (*e.g.* screws, springs, tie-downs, etc.) are lost while in a student’s possession, the student will be responsible for replacement costs. If equipment is lost or stolen on set, **students should not purchase their own replacements and add them to the equipment package.** The EDC will purchase replacements with negotiated educational discounts not available to students. Students will be charged the exact replacement cost to Emerson College.

- It is the student’s **full responsibility** to alert staff of any missing, malfunctioning, or otherwise unusual items while checking out. The student signing the loan agreement form **is solely**

**responsible for loss, including any items that were not reported as missing** at the time of checkout.

- If students have any questions regarding the equipment they are checking out, it is expected that they will ask a staff member for clarification before leaving the EDC.

**Damage Fees:** When equipment is returned in a non-functional state, students may be charged for its repair or replacement. If equipment is damaged on set, students are expected to contact the EDC immediately. **Under no circumstances should students attempt to repair damaged EDC equipment.** The EDC will work with students to secure a replacement item if possible.

- The EDC strongly encourages students to **test all equipment** before leaving the facility.

**Cleaning Fee:** Equipment used in sandy, wet, or otherwise adverse environments may require extensive cleaning by EDC staff. In such cases, a **\$25.00 per hour service fee** may be assessed. In the most extreme cases, factory service and cleaning may be required at the student's expense.

**Late Fees:** Late fees will be assessed **after the first hour that equipment is late**. Late fees are **billed hourly** during EDC business hours, **for the first 24 hours** that the equipment is late. **After 24 hours, a daily fee is assessed for each successive day.** Late fees accrue up to the replacement cost of the equipment.

**Early Return Fee:** Equipment returned early without prior notice or EDC approval is disruptive to daily operations. Early returns may result in an early return fee, calculated at **½ of a daily late fee**.

**Double Booking Fee:** In the event that a late return prevents the EDC from fulfilling another reservation, the late party will be charged an **additional full day fee** for that equipment's tier.

Tier	Fees (First Day/ + Additional Days)	Associated Equipment
1	\$30.00 / + \$100.00	Adv. Cameras (C70, C100, C300, Sony A7S II, FS5, FS7, F5, Arri SR-1), HMI lights, high-end LEDs (Aladdin kits), Adv. Stabilization (dollies, jibs, sliders), prime lens kits
2	\$20.00 / + \$75.00	Bolex, Canon XC-15, DSLRs, Panasonic CX350, GoPros, Photo cameras, mid-range lighting (Arri lights, Mole Richardson lights, Kino Flo kits, LitePanel kits), Adv. field audio recorders, prime lenses
3	\$10.00 / + \$50.00	Three point light kits, basic field audio recorders, Apple mobile devices (iPad, iPad Mini, iPhone), tripods, video monitors, brick batteries, microphones, light meters, grip equipment, individual lenses
4	\$5.00 / + \$25.00	XLR cables, all basic batteries, boom poles, extension cords, sandbags, apple boxes and slates

*Late / Early Return Fee Tiers*

## Invoices & Payment

When a student is assessed a fee, they are provided **one week to make a payment, appeal, or set up a payment plan**. After one week, **their account is placed on hold and equipment borrowing privileges are suspended**.

**NOTE:** *ECCash is the only accepted payment method for EDC invoices.*

Unpaid penalties and overdue payment plans may result in the application of a Registrar's hold. Students on hold with the Registrar are unable to register for classes or receive a transcript. Holds will be released when students pay the balance owed to the EDC.

## Appeal of Penalties & Payment Plans

Should a student wish to appeal an assessed fine or penalty, they may schedule a meeting with the Director, MTP Technical Operations to appeal. Appeals will be handled on a case-by-case basis.

If a student is unable to pay their fine, a payment plan can be arranged with the Director, MTP Technical Operations.

## Terms of Use Agreement Form

Any individual who rents equipment from the EDC willingly assumes sole and total responsibility for completeness and functionality of the equipment they sign for. This responsibility cannot be forfeited under any circumstances. Any and all notes of missing or damaged equipment must be made clear to staff prior to leaving with said equipment. This responsibility extends to fully understanding and complying with all EDC policies and procedures and accepting penalties and fees when they are given.

"I understand and agree that all equipment issued to me, or assigned to me for use, is on loan from the Trustees of Emerson College. I further understand and agree that I am financially responsible for said equipment in the event of loss or damage (including, but not limited to, that resulting from theft, negligence, abuse, or gross misuse) while it is in my possession. I release Emerson College from all liability regarding loss or damage that occurs while doing coursework. I have read the accompanying Terms of Use Policy and Procedure documentation, understand it, and agree to all provisions."

Please complete this form online at <https://forms.gle/WU3QQPgPNXjVc8e17>

By checking this box I confirm that I have read, understand and agree to the EDC Terms of Use

Signature:

Date:

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