

Media Production Center Policy

Columbia College Chicago Spring 2018

To prevent scheduling conflicts, maintain precise usage reports, and provide accurate views for campus safety and security, all MPC space usage must be pre-approved and registered in the EMS scheduling system. Please contact the MPC Director of Facilities to check availability and reserve spaces. Don't assume spaces are available because they are unoccupied; they might be reserved later in the day. This includes lobby, courtyards, and all other common areas.

MPC usage is subject to all College, School, Department, Course, Facilities, Title IX, and Student Code of Conduct Policies.

Policy non-compliance, safety violations or property damage may result in disciplinary sanctions as defined in Section 5 of the Student Code of Conduct. The college reserves the right to impose any sanction that it feels is an appropriate response to infractions whether the sanctions are listed in the Code or not. Non-compliance to facility policies can result in the immediate suspension of a production or class.

Campus IDs must be presented to the Security Officer when entering the MPC. Please enter/exit the MPC via the main entrance on State Street. Dock entrance is for equipment & deliveries only. No parking in MPC dock area. No parking in the alley (city property, they will ticket and tow).

Means of ingress/egress shall be continually maintained free of all obstructions or impediments. **Do not place or store materials in any of the hallways especially in-between the stages and prep stage/makeup areas.** This includes tables, chairs, flat carts, props, shop gear, equipment carts, check in/check outs, etc.

Productions need to transpire within the stages.

Scale down to fit the space. Stage contents cannot be moved out into hallways or other rooms to create more stage space.

Do not block pathway to interior stage doors or emergency exit doors

Designated areas for filming are inside stages only and not in the hallways or other spaces. Stage manager presence is required when filming on stages; applicable fees apply. Spaces must be completely reset to normal when finished.

Emergencies: Call 911 and then notify campus security.
Please Review Link for Detailed Emergency Procedures:

<http://students.colum.edu/safety/emergencies.php>

Do not modify facility systems; water, hvac, electrical, office lighting, etc. Please report any issues to the MPC Director of Facilities.

**Productions, Classes,
and all other uses
must Transpire Within
Building Hours**

Monday-Friday 7am-11pm
(spring break close at 10pm)
Saturday 8am-6pm
Sunday Closed

Please begin final wrap-up/clean-up at least 2 hours prior to building closing time

No one allowed in the building after closing time; no exceptions

Contacts

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Students arriving early before instructors and scheduled class start time cannot be granted early access to the stages or classrooms.

Doors un-locked by instructors (1st key unlock) will remain open for the duration of the class (reader modes: **green** light=unlocked, **red** light=locked). **Main Stage:** 1st key unlock programming is not enabled for the two main stage side doors (doors will lock after you enter). MPC manager or the security officer will switch these doors to unlock mode for the production's duration. If locked, please contact MPC manager; **Do not Prop open key card doors because it will disable remote control locking and unlocking of doors in an emergency.**

Any Cinema + TV Arts production requests or collaborations that do not match the original intent of the class must be submitted to chair's office for approval.

For security and to preserve acoustical seals, large stage doors must **always remain closed** and opened only to transport equipment, props, and flats. Use side doors for personnel entry (don't carry flats and equipment through the side door vestibules).

Stage directing chairs are to be used only in main stage.

Food or drinks not allowed in Stage 1 (Main Stage) or Stage 2. Craft Service table must be set up in or just outside the Green Room (wall near door) **All production members are responsible for wrapping and cleanup of the green room, stage and all facilities.** Leftover items including food in green room fridge will be discarded.

Please do not eat inside stages, classrooms, or directing studio; use the lobby stairs seating and upper mezzanine areas for meals.

You may not take equipment from other stages. Lighting or Grip equipment not provided on stage, may be checked out through a staff member, but must be signed out to the production. Please return borrowed video adapters or cables to main office, Room 108.

Equipment Center Checkouts Room 120: Do not remove anything out of the prop room, shop, or any other space for location shoots. This includes not taking facility tables and chairs. **You can only checkout gear from the equipment center.**

Equipment Load In/Load Out: Do not leave the alley side loading dock doors open for an extended period. Loaders must close dock doors behind them; security will buzz you back in. Do not block hallway to this exit.

Do not run power cables from main stage, stage 2, prep stage or green room across hallways; please use internal power connections inside stages or spaces. If you don't have sufficient power supply for lighting equipment or craft then scale down the production so it fits the space.

When filming turn on the stage red lights, when you cut turn them off immediately. No admittance while red light is on. The wireless light & bell remote can be checked out and returned from the staff in the media equipment office, room 120.

If you are not familiar with or have not used a piece of equipment, do not use it; ask stage staff members for the proper and safe use of that piece of equipment. If you are not sure about anything, please ask for assistance and don't assume.

Stage 2 Lighting Classes are required to only use Stage 2 lights/equipment and are to conduct all class activity within Stage 2. Flat carts must remain in Stage 2; not in the hallway.

Smoking is ONLY Allowed Outside on the courtyards; Butt Cans must be used. **Please move to southwest area near the Butt Can to help prevent smoke from entering through vents feeding the design studio (shop) and main hallway.**

Under no circumstances should any cigarettes, including electronic, vapor, herbal, etc. be lit and used in the stages or anywhere else inside the MPC.

Directing Studio 107 is specifically a text and performance space.

No props or cameras, just text and actors. The only exception is if an actor requests their final performance to be recorded (directing student's camera and tripod only: No check outs from media equipment office, no lights; use available light, no sets, or props)

Do not move furniture/props from other MPC spaces (***including prop room***) or angle the room's tables and stage platforms on their sides. You can **ONLY USE** the small stage platforms and the blue wooden blocks that are in the studio. **ANYTHING ELSE** is not allowed, including small props like weapons, bottles, fake blood packs, etc.

Unsupervised student use of the directing studio or classrooms for rehearsals outside of scheduled class time is not allowed.

Prop Room: Don't drag furniture across the floor.

Use dollies or carts to transport. Furniture/Props should never be placed near sensor lighting system racks (on black/yellow floor tape).

For on-set precautionary measures please use the extra fire extinguishers (located inside the stages). Removal of hallway fire extinguishers is a fire code violation. ***First Aid Kits*** are available in the stages and main office 108. ***Ice packs*** available in room 108.

No access or use of the Production Design Studio 127 (shop) without prior consent from Shop Production Coordinator.

Prep Stage, Shop & Courtyard: Please use a drop cloth while painting and take any necessary precautions to avoid getting paint on floors or walls. ***Avoid carrying dripping paint brushes or trays back and forth from shop to prep stage. If you spill paint on floors, please clean it up immediately so it will not stain floors.***

The roll up doors are not windows; do not leave them open for an extended period of time; interior doors in these spaces must be closed when roll up doors are open. No painting in the stages; use the prep stage.

NO Flammable Liquids Including: Kerosene, Gasoline, Propane, Explosive Materials, Incendiary Devices, and Gas-Powered Generators
No Water Balloons

Only Certified and Trained Staff can operate:

Vertical Lifts, Motorized Lighting Grids, Dimmer Board, "A" Frame/Extension Ladders, and Flying Rigs.

The Following Must Have Approval from MPC Director of Facilities and Your Instructor:

A. Rain/Water efx of any kind
B. Smoke / Haze Machines are only allowed on main stage, (leaky devices are not allowed on site and will be removed immediately.)

Avoid spillage by placing a heat resistant collection bin underneath any machines and haze/fog liquid container.

C. Sparks or candles
D. Lightning and wind machines

E. Vehicles (do not run engine in building, close to empty gas tank, protect floor under vehicle)

F. Animals working in a production: (After Approval from MPC Director of Facilities) the following guidelines must be followed:

1. Animal must be accompanied by a trainer (***post a sign on door where animal is located***)
2. Animal must be kept in cages or leashed when not working
3. No one can approach animals without permission of the trainer
4. Production is responsible for cleaning up after the animal.

G. Flying Rigs/Zip Lifts- Certified operators only. Students are not allowed to operate Lifts.

Columbia College has a no-weapons policy; Illinois Concealed Carry law prohibits carrying of a concealed weapon in specified locations, including colleges and universities (weapons-free zones).

You are not allowed to bring into the building, whether functional or not, firearms, knives, swords, or weapons of any kind. If you want to use a prop weapon, it must be approved by the MPC Director of Facilities and you might need to have a qualified prop master approved by a Cinema & TV Arts manager.

Do not enter MPC with a prop weapon before making a request for approval, scheduling an appointment for inspection, and reviewing on-site procedure instructions with the MPC Director of Facilities

This procedure cannot be bypassed even if prop weapon was pre-approved by student's department or if planning to use shop prop guns. ***Prior notification & approval of at least 2 business days (MPC is closed on Sundays.) before filming is mandatory;*** Last minute request will be denied. ***After prop weapon approval*** Post "Prop Weapon on Set" signs on all stage doors. Prop weapon displayed & used only while inside stage.

Guns must be props; real guns including airsoft guns, pop-caps, or guns that fire blanks are not allowed.

Gun props cannot have the ability to fire projectiles of any kind. Real bullets not allowed. Horseplay with prop weapons will not be tolerated and will result in the approval being revoked. Prop weapons cannot be given to fellow students in your class for their productions; they must follow their own separate approval process as well.

No Skateboarding or Bicycle Riding inside building or courtyards. Do not bring animals into the building or courtyards.

Main Stage Exit Paths:

Do not place anything within 6 feet of east wall. Maintain a clear path along the wall to exit doors.

Do Not Set Up Video Village Near Doorways

Please Monitor Child Actors and ensure they are always being supervised by their parents, not only in the stages but also in the rest of the building. If the parent is not on-site, someone from the production must be assigned to chaperon the child.

Create exit plans and make prior arrangements for props and set removal, storing these items in the MPC after productions have wrapped is not allowed.

Please inform MPC Director of Facilities about students who might be susceptible to seizures or have other serious medical conditions requiring assistance.

Emergency Evacuations: If safely possible, the meeting location is at the end of the block on the corner of State and 17th Street. For severe weather conditions take shelter in interior rooms with no windows; woman's restroom, prop room, and media equipment room.

College Wide Bicycle Policy

Faculty and staff may bring bicycles into and out of academic buildings if they can be safely stored in an office. However, bicycles may not be brought into academic buildings during identified high traffic "rush" periods: 8:30AM - 9:30AM, 11:30AM - 1:30PM & 4:30PM – 5:30PM. (Folding bicycles are exempt from these restrictions).

Students are prohibited from bringing bicycles into academic buildings at all times. (Residence halls are permissible per the residence hall bicycle policy). Bicycles are prohibited from being carried within stairwells, due to safety concerns. During a building evacuation, bicycles shall not be carried with the owner when exiting the building.

XEROX Machine: Staff and instructor use only. *Please send large printing jobs to Xerox Creative Services.*