

KIT BOOKING POLICY

Overview

As a Screen & Film School (SFS) student you have unique access to industry standard equipment, some of which is available for you to book out for use off-site. The SFS Kit Borrowing Policy is designed for students using SFS equipment off site and on location. These pages provide guidance on SFS's Kit Borrowing Policy, risk assessment, insurances, etiquette and best practice.

The purpose of the Policy is to:

- Outline SFS equipment booking processes
- Set out when SFS equipment is available and accessible to students
- Encourage safe and effective use of SFS equipment
- Protect Students, SFS and its community
- Ensure fair and equal allocation of resources amongst students and course delivery teams

For SFS staff using SFS equipment there is a separate policy.

Contact

If you have any questions about the content of this Policy, or would like assistance with accessing equipment, please contact the SFS Technician Manager, who oversees all equipment allocation and maintenance: bencookesley@brightonfilmschool.co.uk

If you have any concerns that SFS or other students are using SFS equipment in an inappropriate, dangerous or harmful way which is in breach of the this Policy or the SFS Student Code of Conduct please contact the Technician Manager in the first instance.

Other Relevant Policies

- Student Code of Conduct
- Student Charter
- Equal Opportunities & Diversity Policy

No statement made by a person representing SFS shall alter these conditions unless otherwise stated in writing by a member of the senior management team.

Equipment Availability

SFS equipment is used by course delivery teams, students and tutors throughout the year for lectures, seminars, events and shoots. Access to this equipment is permanently subject to availability, and offered on a first-come, first-served basis.

During certain periods throughout the year priority may be allocated to a certain department, project or student group. This will be at the discretion of the Technician Manager, in discussion with the senior management team and heads of year. In compliance with the SFS Equal Opportunities & Diversity Policy this is not intended to discriminate against any one person, or group, but is designed to ensure all students have access to equipment at key times for completion of their coursework.

Availability can be checked at any time on SiSo booking systems online: bfs.siso.co

Intended Purpose

Due to limitations on kit availability, and to ensure students have fair and equal access, without special permission students may only borrow SFS equipment for the following uses:

- Workshops
- Individual/group practice
- Test shoots
- Shoots
- Personal projects (subject to approval)
- Live briefs (arranged by SFS)
- Specialist industry engagement events (arranged by SFS)

Applications for special permissions must be made out to the Technician Manager in the first instance. Each case will be reviewed independently, in conversation with the Heads of Year and College Principal, and in consideration of the kit availability and nature of the project in question.

Students will not be permitted to borrow SFS equipment for any of the following uses:

- Paid opportunities commissioned outside SFS
- Unpaid opportunities commissioned outside SFS
- Placement work

Equipment Booking

SFS equipment must be booked on SiSo at least 48 hours in advance of the desired collection time. It is recommended that students submit booking requests as far in advance as possible to ensure kit availability and avoid disappointment.

SFS technicians and Technician Manager will endeavour to honour all legitimate kit bookings, but reserve the right to amend, postpone or cancel kit bookings when necessary. If so you will be contacted as soon as this decision is made.

Training & Certification

Students will be required to attend workshops/training sessions before being allowed to book certain pieces of SFS equipment. This process is managed online, by SiSo, and students are encouraged to check in advance if their bookings contain any regulated equipment. Students are responsible for ensuring that they have attended the relevant workshops/training sessions for kit bookings.

Booking Periods

Students are only permitted to book SFS equipment during the academic year, unless special permission is given in writing by the College Principal or appointed member of the Senior Management Team.

Without special permission equipment will not be available during the following times:

- Holidays
- Summer breaks
- Long weekends
- Public holidays

Applications for special permissions must be made out to the Technician Manager in the first instance. Each case will be reviewed independently, in conversation with the Heads of Year and College Principal, and in consideration of the kit availability and nature of the project in question.

Insurance & Responsibilities

In order to guarantee the longevity of SFS kit it is important for staff and students to take exceptional care of equipment both on and off site. Staff and students will be taught how to use, maintain, store and transport equipment safely, and will be expected to ensure that these practices are followed meticulously. SFS equipment is fully insured for use by current SFS students on and off site, so please

ensure when working alongside external parties that the kit is only used by current SFS students who have attended the relevant workshops/training.

Equipment Returns

SiSo booking systems allow students to select a desired return time for all kit bookings. Students must honour these times, and all equipment must be returned to the technicians promptly and

Alumni Bookings

Alumni may be permitted access to SFS equipment beyond their studies on a case-by-case basis in exceptional circumstances. This is at the discretion of the Industry Engagement Team, Technician Manager and College Principal.

Alumni must request access to SFS equipment through the Industry Engagement Team in the first instance: fionaadams@brightonfilmschool.co.uk. Each case will be reviewed independently, in conversation with the Technician Manager and College Principal, and in consideration of the kit availability and nature of the project in question.

All alumni kit booking requests must be accompanied by the following:

- Insurance certificate, covering at least £10 000 above the value of the requested SFS equipment.
- SFS compliant risk assessment, signed by the project production manager.
- Signed Indemnity Form (Addendum 1)
- Signed Sole Use Declaration (Addendum 2)

Please note: Alumni may only be permitted access to SFS equipment for use in their own projects. Kit will not be allocated to projects commissioned outside the Film School.