

# Studio A Editing Request

## Student Information

Project Working Title: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Class: \_\_\_\_\_

Names of Group Members: (Primary Contact first)

Professor: \_\_\_\_\_

Which System do you Want?:

Primary Phone# \_\_\_\_\_

Editing Start Date: \_\_\_\_\_

Primary email: \_\_\_\_\_

Editing End Date: \_\_\_\_\_

## Project Comments

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## System Assignment: (Staff Only)

System Assigned:

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User ID:

### BOOKING PROCEDURE

- Fill out this form and have your instructor sign it. Your contact information must be up-to-date and complete.
- Check out a firewire hard drive from Dennis Riley in Comm-151.
- Obtain a door lock code and a user account from Studio-A staff.

### POLICIES

- **No food or drink in labs!** Only exception is covered, bottled water.
- Users are bound by the SDSU Computer Security Policy.
- **No personal projects** unless expressly approved by facilities committee in writing.
- You have access to the editing lab **weekdays** from **9am to 8pm**.
- Door lock codes are good for one week! Obtain new codes from staff.
- Your user account and key code will be invalidated on the day your booking is over.
- Students are financially responsible for any equipment damage or theft while they are booked in the lab. This means you!
- No open food or drink anywhere in post production complex! Leave food and drink outside of building, not on floors nor hallways. Violators will have their time revoked and key codes deactivated.
- Disconnect your video tape deck from the Media 100 after you are finished and return to VTR storage room with cables disconnected and cleanly wrapped.
- Shut down your suite completely when you are finished.
- Make sure your suite is **locked** before you leave.
- You must keep your project on your assigned hard drive! Any violation of this policy will result in your data being summarily erased from unauthorized drives.
- Keep your key code secret! Students violating this policy will have their codes **deactivated**.
- When your designated editing period is over you must clean all material from your assigned hard drive. Back up your important data (project files) to removable media such as Zip or removable hard disk. The next person assigned to your drive may clean it off. Resolve any problems with staff **before** your time is up.
- You must vacate the lab by the designated closing time (8pm) each night. Failure to do so will result in your lab privileges revoked until further notice.

I have read and understand the rules and regulations.

I promise to abide by them. I have all the necessary approvals.

X \_\_\_\_\_

Instructor's Signature

X \_\_\_\_\_