

Cage Policies and Procedures

Welcome to the CAmm Cage and Media Lab! Based in traditional film, digital video and new media technologies, Creative Alliance MovieMakers (CAmm) offers access to affordable production equipment rental, educational workshops, career development, and networking opportunities. CAmm serves as a cultural incubator providing the tools, training and community to promote Baltimore as a nationally recognized center of independent film and video making. We offer equipment for people with a range of experience, from the budding digital videographer to the professional filmmaker, to the visual artist looking to document their work.

Joseph Faura, Cage Manager

410-276-1651 ext. 213

cage@creativealliance.org

2nd Floor of the Creative Alliance
3134 Eastern Ave 21224

Cage Hours

Open: Mon & Fri 3-7pm

Check-out time: 6-7pm

Check-in time: 3-5pm on due date

Rental periods

Mon – Fri,
& Fri – Mon

Rental Eligibility

To be eligible to rent from the CAmm Cage you must:

- Be (or become) a current member of Creative Alliance (See creativealliance.org for membership benefits and info).
- Attend a free one-hour Cage Orientation (2nd and 4th Monday of every month, 7:00- 8:00pm).
- Read and sign CAmm Cage Contract

Orientation explains the process of reservation, check in, check out, and proper care and maintenance of equipment, the DVD duplicator, and editing room. Upon completion of Cage Orientation members must fill out and sign a written contract stating that you understand and agree to the policies and procedures of the cage and media lab.

At check-out you need:

- Full payment for all rental fees plus 6% sales tax (Cash, Visa, Mastercard, or Discover)
- Photo ID
- Deposit : \$250 in Cash, or \$500 Authorization on Credit Card

RULES TO LIVE BY:

- Allow yourself 30 minutes for proper check out and check in of equipment.
- Handle all equipment with the utmost care. Do not operate equipment in extreme temperatures and keep electronics away from liquids. You will be charged for any necessary equipment repairs or replacement due to damage or neglect!
- Never leave equipment sitting for long periods in an unattended car (even the trunk).
- Always inform the cage manager of the locations you are planning to use the equipment in. DO NOT shoot in equipment-threatening settings (beaches are among the worst).
- DO NOT attempt to repair equipment if it breaks or malfunctions while under your care. Please return the equipment during open cage hours and inform the Cage Manager of the problems, glitches, or irregularities you encountered.
- Return equipment in the same condition you received it. Neatly coil cables and cords and place all items in their proper cases.

DOWN AND DIRTY DETAILS, THE SPECIFICS:

- I. **Equipment Rental Reservations, Check In and Check Out**
 - A. **Reservations are required!** Reservations can be made by email only (cage@creativealliance.org). If you cannot make it in to pick up your equipment at your reservation time, call or email the cage to cancel at least 1 hour in advance. No shows for checkout or room rental will incur a **\$20.00 fee**.
 - B. A calendar of the equipment and room rental reservations is available online at:
www.creativealliance.org/workshops/equipment.html
Please check the online calendar before submitting your reservation request in person or by email. It is also a good idea to double check the reservation calendar 48 hours after you make your reservation and contact the cage if you do not see your reservation.
 - C. Reservations can be made up to six weeks in advance.

- D. Each item available for checkout has its own set price, but certain items checked out together may be bundled for a lower rental rate (eg. 16mm Bolex Camera and the Basic Lighting package).
- E. At check-out you must fill out and sign a printed receipt including a list of all rented equipment and the return date and time. Keep your copy of the receipt with your return date and time and our phone number and email, in case you need to contact us.
- F. Maryland State Sales tax does apply to equipment rentals. Sales tax (6%) will be added to your rental fee total at checkout.
- G. **If you are uncertain about the proper operation of a piece of equipment, ask the cage manager for help.** Photocopies of operating manuals are available with each item.
- H. **When checking out equipment it is your responsibility to make sure everything is in the case and working properly** (for example a light kit should have the light fixtures, spare bulbs, stands, power cables, barn doors, and scrims). The list of parts per item checked out are on your receipt. Having someone else pick up your equipment is not allowed without prior consent from the Cage Manager.
- I. During check-in you must remain present while the manager tests and checks every item to ensure it is working properly. Please allow yourself at least 30 minutes for check-in. Having someone else drop off your equipment is not allowed without prior consent from the Cage Manager.
- J. **LATE FINES** will be enforced. There is a 45 minute grace period, but beyond that time you will be charged **\$5.00 per hour** for each item checked out (this includes major items like camera, light kit, and microphones). Maximum fee is **\$100.00 per day**. Please call the cage if you are going to be late returning equipment. All rentals are due back by 5pm (see cage hours on page 1). These fines are enforced to insure that equipment is available for others to check out on time.
- K. Extenuating circumstances on late returns will be considered only if the cage manager or staff is notified *before* the equipment is past due. Phone calls to the cage should be made during cage hours.
- L. Access to the cage, media lab, or equipment may be revoked if you fail to bring equipment back on time, make reservations and fail to show up, or abuse the equipment.
- M. Extension of equipment rental is allowed only if you call the cage ahead of time and equipment is not already reserved. Payment for the extension must be paid on the original return date by 5pm. Pay by cash in person or pay with credit card over the phone.
- N. Items missing from returned equipment must be returned to CAmM by the next day that the cage is open. Members will be charged for the cost of the lost item, plus shipping, and a \$10 administrative fee.

II. Editing Room Rental

- A. The Mac Pro Editing Room is available for hourly or daily rental. The room is available **Tue-Sat from 11am-6pm**. Special requests for alternate time slots will be considered on a case by case basis. Please be sure to ask Joseph about other available times.
- B. The room is equipped with a 2.66 Dual Core Xeon Intel Processor Mac Pro computer with 3 GB of SDRAM. The Mac Pro is equipped with Final Cut Studio, Adobe After Effects 7.0, and ProTools LE software (with MBOX 2 Mini audio input/output device).
- C. The **Reservation** process for the editing room is the same as for Cage equipment. The renter must reserve the room in advance by email.
- D. **Keys** for the editing room are available from the Cage during open cage hours (see page 1) or from the front desk on the first floor during off hours (please note that the front desk is open Tue-Sat 11am-7pm). Payment for room rental must be made at the Cage or by a front desk staff member before you receive your keys. Keys can be dropped off in person during open cage hours or at the front desk during off hours by 5pm at the latest.
- E. Once the key is returned the cage manager or front desk staff will walk through the editing room with you to make sure it is clean and that all equipment is still working properly.
- F. **NO food or drink** allowed in the Mac Pro Editing Room. Please keep the area clean and leave it the way you found it. If upon key return the cage manager or staff member find the room or equipment unclean you will be charged a **\$20.00 fee**.
- G. If you lose your key the replacement fee is **\$5.00**
- H. There is a log book located in the editing room. Please sign into the book each time you rent the room and report any problems or comments concerning malfunctions in the hardware or software. The Cage Manager is available during open cage hours to help troubleshoot and solve problems with the software and hardware.
- I. **All files must be removed from hard drive at the end of each rental period. It is advisable to purchase an external hard drive or blank DVDs for this purpose. The hard drive of the computer will be wiped clean on a weekly basis.**
- J. The equipment in the editing room is under your full responsibility during your reservation time slot. If any equipment is broken or stolen during your time slot you will be charged an appropriate replacement or repair fee.

III. DVD Duplication Service

- A. The CAMM Cage offers the service of DVD or CD duplication and printing. The fee for this service is dependent on the number of discs to be duplicated and on any additional formatting of images or text to be arranged for disc printing. For duplication setup fees and prices please see the equipment rental rates form.
- B. The **Minimum** run of duplication for DVDs or CDs is **10 copies**. The **Maximum** run of duplication is **250 copies**.
- C. The cost of duplication includes the cost of the blank DVDs or CDs used. You may also purchase blank DVDs or CDs from us for your own use.
- D. A master disc or file must be submitted to create the copies from. You may use your own machine or one of our computers to go about this process.
- E. The DVD duplicator has a built-in inkjet printer. This allows for printing of graphics or text on inkjet printable DVDs and CDs (kept in stock in the cage). A PDF template for disc printing is available on our website. Please design your text and/or graphics with the template and submit to the cage manager as a PDF file through email or in person during open cage hours.
- F. Orders are completed in approximately one week.
- G. Ordering duplication may be done over the phone, email, or in person, but the master disc or file should be delivered in person during open cage hours (see page 1). We will not begin duplication until we have received payment for the run.

IV. Payment Methods

- A. Accepted methods of payment for rental of equipment, editing room, or duplication services are **Credit Card** (Mastercard & Visa only), or **Cash** due at time of checkout.
- B. A security deposit is required at the time of equipment checkout. Either **\$250 in Cash** or **\$500 authorized on Credit Card** to cover any damaged/lost equipment. The deposit will be returned to you at the time of check-in if all of the equipment is returned in working condition.
- C. Rental payment is due in full at the time of equipment checkout. All access to equipment and room rental will be placed on hold until late fees and equipment repair/replacement fees are paid in full.

**Creative Alliance Movie Makers
The Cage and Media Lab
Contractual Agreement**

The undersigned agrees to follow the terms and conditions laid out below for reservation, usage, and rental of equipment and facilities from the Creative Alliance Movie Makers Production Cage and Media Lab.

1. I agree to be completely responsible (for the safety and cost of repair/replacement) for any piece of equipment checked out for the entire time such equipment is under my care.
2. I agree to thoroughly inspect all equipment in the presence of the Cage Manager or Staff member at the time of checkout to determine that the equipment is in good working order, all parts are present, and report any deficiencies or malfunctions.
3. I agree to return all equipment complete with each sub-item intact to the Cage at the time my reservation is up and to remain present while the equipment is checked back in by the Cage Manager or Staff member.
4. I agree to pay, in full, the replacement cost of any piece of equipment or constituent parts that are lost, stolen, or damaged beyond repair, for any and all reasons under any and all circumstances while it is checked out under my name and/or in my possession.
5. I agree to pay, in full, the cost of repair of equipment that is returned in a condition inferior to the condition in which it was checked out.
6. I agree to accept the Cage Manager's judgment in any and all of the aforementioned matters regarding equipment condition and return.
7. I agree to return all equipment by the date due, and to pay, in full, fines that may accrue on equipment returned late as determined by the Cage Manager or Staff.
8. I have read all of the above terms and conditions (numbers 1-7) and agree to their provisions in full.
9. I recognize that this Contract is not a substitution for, nor a summary of, the CAmM Production Cage and Media Lab Policies and Procedures.
10. I agree to keep the CAmM Production Cage Manager or Staff informed of any changes of address, telephone number, or email address.

PLEASE FILL OUT COMPLETELY IN PRINT

I, _____, have read in full and understand the policies and procedures for the Cage and Media Lab and will comply in full with said policies.

ADDRESS _____

HOME PHONE # _____ CELL PHONE # _____

EMAIL ADDRESS _____

SIGNATURE _____ DATE _____

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Phone: 410-276-1651 ext 213