



LG Digital Broadcast Studio Studio Usage Policy & Procedures

I. FACILITY DESCRIPTION AND LOCATION

A. The LG Digital Broadcast Studio is operated within the guidelines of the Studio Usage Policy and Procedures. Georgetown University School of Continuing Studies is solely responsible for the management of the LG Digital Broadcast Studio as outlined within this document. The LG Digital Broadcast Studio will be managed by 'studio management' to include the Associated Dean of Operations, SCS, and a studio manager, and operated by dedicated studio staff with relevant, technical background and experience to support the studio's pre-production, production and post-production services.

B. The LG Digital Broadcast Studio is made available to Georgetown University faculty, students and staff, and to permitted USERS, solely in connection with the offering of Georgetown University advanced degree and certificate programs and courses, including teaching, academic activities, study activities and other uses that directly support the educational component of the University's courses and programs, and no other use of the Studio is permitted.

C. The LG Digital Broadcast Studio is located on the C1 level of Georgetown University School of Continuing Studies facility at 640 Massachusetts Ave NW, Washington DC 20001.

II. DEFINITIONS

For the purposes of this document, the following definitions will be in effect:

A. The word "USER" shall be inclusive of the singular and plural usage, and identifies anyone reserving use of the studio.

B. The word "studio" shall be inclusive of the adjacent control room and related storage areas.

C. Georgetown University School of Continuing shall be referred to in this document as 'GU SCS'.

III. BASIC PROVISIONS

1) FACILITY

A. GU SCS reserves the right to revise, abridge, and amend its policies and procedures at its discretion and without prior notice to interested parties.

B. ASSIGNMENT OF SPACES: GU SCS has sole authority to assign access to or usage of its facility. No GU SCS space shall be utilized by USER other than that expressly assigned in the Studio Reservation Form without prior authorization.

C. NON-TRANSFERABILITY: Space assignments made to a particular USER are made exclusively to that USER and may not be given, traded, sold or otherwise assigned from one USER to another.

D. EQUIPMENT AND LIMITATIONS OF FACILITY: USER agrees that studio management shall not be required to provide equipment not specified as being part of its regular inventory. Additionally, USER shall not bring, install, or use any of its own equipment in the facility without the prior knowledge and consent by email of studio management. If USER is granted permission to use its own equipment, USER will provide an inventory of the equipment and its intended use to be submitted by email to studio management. Additionally, studio management shall not be liable for any damage, theft, or loss associated with such use. USER equipment shall include, but is not limited to, material such as hardware, software, set pieces, furniture, costumes, or any other item that is not owned and/or operated by studio management.

E. VIOLATIONS: Any violations, infractions, or deviations from the policies set forth herein may result in the complete revocation of USER's reservations and/or studio access privileges. Studio management shall have sole and final authority to determine if a violation has occurred.

2) LAWS AND LICENSING

A. COMPLIANCE WITH LAWS AND RESTRICTIONS ON USE: No activities in violation of Georgetown University Policies, Federal, State or Local laws, ordinances or rules shall be permitted in the studio. The LG Digital Broadcast Studio may be used solely in connection with the offering of Georgetown University advanced degree and certificate programs and courses, including teaching, academic activities, study activities and other uses that directly support the educational component of the University's courses and programs. It shall be the responsibility of the USER, while under the terms and duration noted on the Studio Reservation Form, to comply with this provision.

B. LICENSE/PERMITS/COPYRIGHTS: The USER shall obtain and pay the fee for all licenses and permits necessary to conduct operations specified in the Studio Reservation Form. The USER will assume all costs arising from the use of patented, trademarked, and franchised or copyrighted music, materials, devices, processes or dramatic rights used on or incorporated in the event/production. USER agrees to indemnify, defend and hold harmless studio management from any claims or costs, including legal fees, which might arise from the use of any such material described above.

C. FIRE/SAFETY: Under no circumstances shall USER engage in any activities that involve an open flame or flammable or combustible material (i.e. candles, smoking, flammable decorations, pen flames and explosive or inflammable fluids, gases and compounds). All sets, costumes, props, flash-pots, technical equipment, and any other materials supplied by the USER must conform to all fire and safety codes. The provisions of the fire prevention code that prohibits open flame must be observed.

D. **CONTRACT REVIEW:** Studio management reserves the right to review all contracts between users and performers, speakers, subcontractors, managers, and others. Studio management may require changes to these documents to ensure compliance with GU SCS and the LG Digital Broadcast Studio policies and procedures.

E. **USER REPRESENTATIVE:** At the time of execution of the Studio Reservation Form, USER will furnish to studio dedicated personnel the name, address, and phone numbers of the USER's Production Contact. The Production Contact listed on the Studio Reservation Form is the sole person authorized to make decisions, resolve problems and conflicts, or to negotiate any alteration in event procedure with the dedicated studio staff. The Production Contact is required to be in attendance throughout the inclusive times listed on the Studio Reservation Form. If USER must change Production Contact, studio management shall receive notification by email of the change not later than eight (8) hours prior to such change.

F. **DAMAGE PAYMENTS:** The USER is responsible for all damage caused by any person or group associated with the production under their supervision. USER shall pay for the full replacement cost(s) of the damaged item. Studio management will not be responsible for any damage or loss to USER's property, or that of the USER's agents, employees, etc., no matter what the cause of such damage or loss.

IV. SAFETY

A. **FACILITY AND MATERIALS:** USER shall not obstruct any studio doors and pathways, nor allow these areas to be obstructed in any manner. USER further agrees not to bring onto the premises any material, substances, equipment, or object which is likely to endanger the life of, or cause bodily injury to, any person on the premises or which is likely to constitute a hazard to property thereon. Studio management shall have the right to refuse to allow any such material, substances, equipment or object to be brought onto the and the further right to require its immediate removal.

B. **POLICIES:** USER must adhere to all Georgetown University, School of Continuing Studies and District of Columbia safety policies and generally accepted standards applying to health, life, and fire safety. Any charges related to compliance with the above stated policies shall be the responsibility of the USER. Emergency and evacuation procedures will be posted for review in the LG Digital Broadcast Studio facility.

V. CANCELLATION

A. **PROCEDURES:** If a production must be canceled, the USER will immediately notify studio management in writing regarding the cancellation. USER assumes all responsibility for notifying any of its cast, production staff, agents or other persons associated with USER's production.

B. Studio management reserves the right to cancel or pre-empt any studio reservation or production, including confirmed studio bookings and will notify USER of such cancellation within 24 hrs.

C. INCLEMENT WEATHER: Studio management shall have the sole right to determine in good faith whether conditions of inclement weather or emergency circumstances warrant cancellation of an event and shall not be liable for any damages or loss incurred by USER arising out of such cancellation.

D. EXCUSABLE NON-PERFORMANCE: The parties shall be excused from further performance/production upon the occurrence of one or more of the events listed below; provided however, that USER shall be responsible for pro rate rental fees and other expenses incurred by GU SCS which USER is obligated to pay as of the date of the production.

1. Destruction of the studio/production space(s) of LG Digital Broadcast Studio, including any physical damage which, in the sole opinion of studio management, renders use of such space(s) unsafe or impractical.

2. Destruction of any physical damage to equipment to be used or needed by USER, which in the sole opinion of studio management renders the use of equipment and/or use of space(s) unsafe or impractical.

3. Any act or regulation of public or governmental authority that, in the sole opinion of studio management, renders the production impossible or impractical.

4. Any labor difficulties, civil tumult, strike, epidemic, or other cause, beyond the control of the parties, which, in the sole opinion of studio management, renders production impossible or impractical.

VI. INTERRUPTION OR TERMINATION OF EVENT/PRODUCTION

Studio management shall retain the right to cause the interruption of any event in the interest of public safety or if the event is harmful to GU SCS and/or LG Digital Broadcast Studio equipment or facilities, and to likewise cause the termination of such event when, in the sole judgment of studio management, such act is necessary in the interest of public safety or if the production is harmful to GU SCS and/or studio equipment or facilities. In such a case, studio management shall not be liable for any damages or loss incurred by USER arising out of such cancellation.

VII. FINANCIAL

A. STAFF: Studio management shall have final authority to determine the staff necessary for a production, including but not limited to: studio manager, security, technical director, director, or producer, and any freelance contractors and/or intern or student workers. USER will be charged for any staffing needs as determined studio management.

B. **PAYMENT DEADLINES:** For studio reservations requiring a studio booking fee, USER shall provide payment upon confirmation from studio management, as specified by the Studio Reservation Form. As part of the booking fee, a non-refundable deposit will be required to reserve the LG Digital Broadcast Studio facility as outlined in the fee schedule. Final payment must be submitted no later than one (1) week post production work completion. Studio management reserves the right to cancel the production if the timing of payments is not in accordance with the terms set forth in Studio Reservation Form.

C. **CANCELLATION BY USER/REFUNDS:** Should USER desire to cancel a reservation and notice is given by email to studio management at least three (3) business days prior to the date of the scheduled production, USER shall be relieved of any further obligations except the non-refundable deposit. USER is responsible for full rental fee—if applicable—and scheduled labor expenses at a two hour minimum by studio management if cancellation is within three (3) business days of scheduled production. In the event the USER fails to appear, perform, and/or present, or defaults in the performance of the provisions in the Studio Reservation Form, studio management shall be entitled to all payments due as if the contract had been fulfilled.

VIII. SECURITY

A. The School of Continuing Studies security team is responsible for security in all areas of the GU SCS facility, including the LG Digital Broadcast Studio. Studio management will decide what level of security is required and bill the USER directly for any such security arrangements. All security arrangements, including payment, must be made prior to use of the facility.

IX. STUDIO ACCESS

A. GENERAL ACCESS POLICY

1. Studio management permits, at its sole discretion, access to LG Digital Broadcast Studio (Room C105) and the equipment therein to clients, guests, visitors, academic units, student groups, faculty, and staff under the policies and procedures set forth within this document. Studio management may, at any time and for any reason, revoke, restrict, and deny such access and retains the sole authority to exercise this right. Access to the studio will be dependent on availability, and supervision by studio manager will be required.
2. Studio access is provided only to RECOGNIZED clients, guests, visitors, academic units, student groups, academic units, or university staff for the express purposes of a digital broadcast production and/or the academic instruction in digital broadcast production. USER is prohibited from engaging in other activities in the studio.
3. Access for anyone other than current clients, guests, students, faculty, and university staff is strictly prohibited without the prior consent confirmed by email by studio management.
4. Should USER(s) desire the services of additional qualified technical crew, studio management can provide information and rates for such service(s).

5. Studio reservation is granted on a first come, first-served basis. USER must complete the Studio Reservation Form and submit by email to book the LG Digital Broadcast Studio.

B. STUDIO TOURS

1. Studio tours can be provided - without charge - upon request to: *scsdigitalstudio@georgetown.edu*. No tour will be allowed unless explicit consent by email has been provided studio management and USER has satisfied any requirements for such a request.
2. All studio visits are subject to availability.

C. RESERVATION POLICY AND PROCEDURE

USER must complete the Studio Reservation Form in order to request or reserve studio time. Submission of a Studio Reservation Form is NOT A GUARANTEE of booked studio time. Studio management will respond with an email confirmation of the reservation. A confirmation email from studio management is the ONLY guarantee of a studio booking.

1. Block-bookings (regularly scheduled and recurring reservations) are considered on a case-by-case basis and granted at the sole discretion of studio management.
2. Cancellation by USER of a confirmed studio booking is subject to all applicable fees and policies as expressed in this document.
3. Exceptions to the reservation policies require the consent by email of studio management.

D. SUPERVISION

1. NORMAL OPERATING HOURS: Studio supervision during studio operating hours shall be provided by studio management.
2. AUTHORITY: The designated studio management shall have absolute authority of the overall facility and production operation in regards to the safe and proper usage of the studio, equipment, and all studio protocols and policies.

E. CODE OF CONDUCT

1. To ensure the quality and enjoyment of the use of the studio/production facilities and to promote a safe and positive atmosphere for the various entities utilizing them, all clients, guests, visitors, educational units, staff, faculty, students and other persons in the studio shall abide by all applicable GU SCS and/or LG Digital Broadcast Studio rules and regulations and shall be observed the following.

Code of Conduct:

- a. All persons shall act with respect towards other persons, their privacy

and safety.

- b. Abusive conduct of any kind will not be tolerated.
 - c. All persons shall treat public and private property and equipment with respect.
 - d. All persons in the facilities should be mindful that activities, classes, and university business may take place concurrently with studio use. USER should behave in an appropriate and respectful manner.
 - e. All persons in the facilities shall use only the areas and equipment for which they have been authorized to use.
2. Studio management has the authority to enforce the terms of this code. Failure of any person to abide by this code may result in disciplinary action including, but not limited to, removal from the studio and/or the SCS facility.

F. STUDIO USAGE POLICIES

1. NORMAL CONDITION: USER shall receive the booked studio in a “Normal” condition and shall be required to return it to the same. “Normal” studio condition at the conclusion of USER’s booked production time. “Normal” condition includes, but is not limited to, the following:

- a. All equipment, set pieces, production materials, and other items must be put in its proper storage place or removed from the facility.
- b. All equipment must be left ‘ON’— unless specifically instructed by studio management.
- c. Studio shall be clean of all manner of garbage. All garbage must be placed in the appropriate receptacles and placed in hallway outside of the studio for removal.
- d. If USER fails to return studio to a normal condition, USER may be prohibited from future studio use. This determination shall be made at the sole discretion of the LG Digital Broadcast Studio management.
- e. USER must comply with all posted signage or instructions within the facility regarding operation of studio and equipment. Such signage or instructions may not be removed or altered in any way without the prior knowledge and consent of studio management.

2. MODIFICATIONS

- a. Under no circumstances may USER modify, alter, or change the studio infrastructure or appearance, in whole or in part, without the prior email consent of studio management. This includes any attachments to walls, riggings, equipment, or any other part of the facilities.

3. INVENTORY

- a. The studio has its own inventory of equipment. No inventory items may be moved from the studio unless prior permission is obtained by email from studio management.
- b. Inventory must be returned to its proper space as a condition of returning the studio to "Normal".
- c. Any equipment outside of that of LG Digital Broadcast Studio owned and operated inventory is subject to the provisions and limitations as stated in this document.

4. EQUIPMENT USAGE

- a. As a condition of unsupervised studio equipment usage, USER must have basic operational knowledge of production equipment and studio operations. This knowledge shall include, but is not limited to, the proper operation of the following:
 - i. Cameras, Tripods, video monitors, and accompanying cable connections
 - ii. Audio microphones, clips, audio mixers, audio cables, and accompanying connections
 - iii. Video monitors, video cables, and accompanying connections
 - iv. Video switcher and other studio equipment
- b. USER may be required to demonstrate basic operational knowledge of items listed above as a condition of equipment usage.
- c. USER shall not alter, disconnect, or change the cables, connections, wiring, or set-ups of the equipment in the facility without prior knowledge and approval of studio management.
- d. USER shall be responsible for damage to equipment and/or facilities as the result of misuse, improper training, vandalism or abuse of any kind. USER shall assume the financial responsibility for the full replacement cost of the damaged item or its current market equivalent.

5. PROHIBITED/RESTRICTED ACTIVITIES: All activities require the supervision of studio management and some activities may not be performed under any circumstances. These activities include, but are not limited to, the following:

- a. No food or drink allowed in studio/control rooms/storage areas;
- b. Food and drink will only be allowed in the Studio Greenroom;
- c. No engaging in any activities prohibited by GU SCS policies, and/or state and federal laws.

XI. SAFETY PROCEDURES:

USER must comply with the safety procedures of GU SCS at all times.

1. SECURITY

Security services are provided by the Security Desk at the GU SCS facility entrance on Level 1. In an emergency, the Security Desk can be contacted by calling 202.784.7375.

Any additional security concerns will be referred to GUPD or MPD by studio management.

Requests for additional security for productions may be requested on the Studio Reservation Form and charges for additional production security will be the responsibility of the USER.

3. FIRE SAFETY

USER must comply with all posted fire/safety alarms, warnings and instructions.

Fire emergencies should be reported to the Security Desk on Level 1. If you see a fire, please contact the Security Desk and evacuate the studio facility through the nearest stairwell exit as indicated by ceiling EXIT signs.

Fire extinguishers must be kept in their designated locations and must not be blocked or obstructed in any way.

Propping of fire doors and other containment areas is prohibited.

The proper use of extension cords and electric devices should be followed.

Keep storage and waste away from exits. Furniture, boxes, and miscellaneous storage should be kept out of exit corridors and away from exit doors.

Exit signs may not be covered, altered, or obstructed. No alteration from provided exit sign is permitted.

Work spaces should be kept clean, aisles should be kept clear of storage, and waste should be removed every day.

3. EMERGENCY and EVACUATION PROCEDURES

Emergency and evacuation procedures will be posted for viewing in the LG Digital Broadcast Studio. Review of outlined procedures is MANDATORY.

- i. In case of fire/emergency and/or to report an emergency situation by phone, please dial the Security Desk at 202.784.7375.
- ii. Proceed to the nearest exit stairwell. Close doors behind you.

- iii. If you notice reluctance on the part of other occupants to leave, request that they do so. If they refuse, note their location and relate that information to the Security Desk at 202.784.7375.
- iv. It is the policy of GU SCS that disabled occupants will be directed to in the stairwells. Report the location of disabled occupants to the Security Desk at 202.784.7375
- v. NEVER go back into the studio facilities unless directed to do so by a responsible staff member or the emergency response units.
- vi. Relay any pertinent information you have regarding the emergency situation to the emergency response units.

XII. BUILDING MAINTENANCE

Any repairs or maintenance needed to the facility should be reported to studio management. Repairs and maintenance are handled by the studio management. USER is prohibited from attempting repairs or maintenance beyond returning the studio to "Normal" operating condition as specified in this document.

XIII. HEATING AND VENTILATION/AIR CONDITIONING

USER of studio facilities is prohibited from adjusting the HVAC monitoring unit without prior approval from studio management.

XIV. SUBSTANCE POLICIES

Following are selected summaries of established Georgetown University policies. USER shall abide by these policies while using the LG Digital Broadcast Studio.

A. SMOKING POLICY

Georgetown University policy prohibits smoking in all indoor areas:
<https://studentaffairs.georgetown.edu/policies/student-conduct/smoking>

B. ALCOHOL AND DRUG POLICY

1. It is a Georgetown University policy that the unlawful use, possession, manufacture, dispensation, or distribution of alcohol and controlled substances in the GU SCS and the LG Digital Broadcast Studio facility is prohibited:
<https://studentaffairs.georgetown.edu/policies/alcohol-and-other-drugs>

2. Georgetown University is committed to promoting a drug free campus environment. Individuals who violate Georgetown University Policies, Federal, State or Local laws, ordinances or rules are subject to Georgetown University Disciplinary action and criminal prosecution.