GUIDELINES FOR USING THE DOWNTOWN STUDIO

The downtown studio is a space rented by the Roy H. Park School of Communications, Ithaca College. The address of the studio is 171 East State Street. It is located in the basement level of the Center Ithaca building on the Ithaca Commons. It is a relatively empty space in which you can build a set and shoot a project. It is NOT soundproof, nor does it contain any production equipment; you need to check out equipment from PPECS and transport it there.

Here are the established priorities for use of the space: The Studio co-curricular organization productions, meetings, and events; creative work by faculty members; and special events, screenings, workshops, and projects initiated by other faculty members.

Students can use the space only if they are working with The Studio co-curricular organization OR if their professor has agreed to supervise the student's use of the space for a class project. If a professor is supervising students for a class project, then the professor is entirely responsible for the space, the items stored there, and the student's access to it.

Faculty can request the space by following the guidelines outlined below. Faculty must make requests on behalf of students who want the space for class projects.

To make the experience work for everyone, please be aware of the following.

* To request a reservation, you can email Carol Jennings at cjennings@ithaca.edu. If The Studio is available, she can schedule the space using webcheckout and will send a confirmation by email.
* The day before your checkout, email Carol to request a key. She will leave one for you in your mailbox.
* Plan to bring whatever you need for your production or event, including trash bags, equipment, props, expendables, etc.
* The Studio space has no staff and no services. It is not like the studios at the Park School which are fully staffed and serviced by Tech Ops and college facilities. This means you are responsible for set up, clean up, and the conduct of students working with you.
* Items stored in the studio are not common property. The closet and storage shed are locked and on a separate key. Most of these items belong to Jason or Arturo. If you want to borrow or move these items, please communicate with Jason or Arturo directly.
* If you need a projector and screen, you can arrange this with the Director of Technical Operations, Roger Raiford (rraiford@ithaca.edu and 274 3913.) Please allow two weeks notice.
* If you need chairs or tables you can request these from the Center Ithaca building manager (see contact information below.) Please allow at least 48 hours notice. There are currently about 100 stackable chairs stored in the studio. If you want to use these for a screening, you must set them up yourself and then re-stack them along the wall when you're done. If you want them moved out of The Studio you must arrange this with the Center Ithaca building manager.
* You can use the ladders, brooms, trashcans, and furniture stored in the studio.
* The Center Ithaca Building management can be reached at 607 272 5275. They can answer any questions you have about the physical space. Their office is on the mezzanine level of the Center Ithaca building--above the lobby. Their office is open weekdays. .
* As a property rented by the college, the college policy manual applies including the student conduct code: <http://www.ithaca.edu/policies/vol7/volume_7-70102/>
* As a property rented by the college, Steve Dayton, the Director of Planning, Design, and Construction can also help answer questions about the college's use of the space. His number is 274-1663 and his email is sdayton@ithaca.edu.
* There are smoke detectors, security cameras, and a sprinkler system in The Studio, so please use common sense and don't set these alarms off inadvertantly.
* There is an adjustable thermostat on the wall to your right as you enter the studio so you can adjust the temperature and also turn off the fans.
* To turn on the HVAC you must first turn it on at the breaker box located in the closet. The closet is on a separate key. Please be aware that Jason and Arturo have valuables stored in the closet. You are responsible for keeping items secure while you are using the studio.
* At the end of your production or event, please return the studio exactly as it was before you used it. If you moved anything, put it back (you might want to take photos before you move anything so you can put it back before you leave.) Turn off the thermostsat, turn off the HVAC at the breaker, lock the closet, etc.
* You MUST remove your garbage. Sweep the floors. Touch up paint if you marked the walls. Remove all sets, props, etc.
* Carry out your trash bags and recycling and leave these in the hallway outside the studio. Contact the CI building manager to notify them that there is trash or recyclables to pick up.
* When you lock up, please flip the latch at the top of the studio double doors so that both doors lock securely. You can check this by testing the handles.
* The bathroom key is in the studio in the drawer next to the sink. Bathrooms are at the end of the hall to the right as you exit the studio. When your event is over, please lock the bathroom doors and return the bathroom key to the drawer in the studio.
* Return the key to the studio to Carol (her mail box is on the 3rd floor.)
* Often another user will have the space reserved right after you, so please have the studio clean and ready for the next user by the time you requested.
* The other tenants of the building, especially the fitness center next door, have asked to be notified if you plan to have loud events, so please email the Center Ithaca building manager if this is the case.
* The key to the studio also opens exterior doors to the Center Ithaca building, so you can access the studio at all hours during your reservation.

Reservation request

Name:

Event/Project description:

Requested check in date: Time:

Requested check out date: Time: