Editing Suites Rules for RTF Production MFA Graduate Students

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SECTION I: AUTHORIZATION AND QUALIFICATIONS

All of the following must apply for the user to be authorized and qualified to use Graduate Student Post-Production resources.
1. Enrolled in M.F.A. program in Film and Media Production
2. No violations of any unpaid fines for broken / lost equipment or for breaking production facilities rules
3. Met with Moody College Production Technical Staff prior to Post Production suite use.

SECTION II: SECURITY PRIVILEGES/GUIDELINES

Each post-production suite is equipped with a Building Access Control System (BACS) that requires an authorized university photo ID proximity card (issued by the ID Center) to access secured areas.

- At no time may a ID proximity card be transferred from student to student, or to any other person. Access that has been authorized to that University of Texas Proximity ID of the user is a license to use the suite for authorized purposes only.
- Breach of security will be subject to disciplinary action, including, but not limited to, suspensions from further use of the facility.
- The RTF Department is not responsible for any unattended personal items or belongings including any equipment from the college or department left in the Grad Suites.

SECTION III: SCHEDULING

1) ADVANCE RESERVATIONS
Users may sign up for one Digital Video Suite or one ProTools Audio Suite at a time. Don't sign up with a different name either! CAN'T USE TWO SUITES AT ONCE SO DON'T SIGN UP FOR TWO.

- FORFEITURE OF SCHEDULED SESSION: "NO SHOW" AND "STANDBY"

Anyone arriving later than fifteen minutes after the first scheduled hour of his or her reservation must yield to another's claim to the session time. All users are allowed to wait on an informal "standby" status to capitalize on a "no show."

- REQUIREMENT TO USE SCHEDULED SESSION TIME

You are required to show for all scheduled sessions. A user will not receive compensatory session time for the scheduled hours he or she failed to utilize. Please notify tech staff Jeremy Gruy or Susanne Kraft if you are not going to be able to use your scheduled time.

- CONCLUDING A SCHEDULED SESSION

At the end scheduled session, the user must yield to the next user in queue, whether the next user is scheduled or awaiting use of unscheduled session time. It is good form to wrap up work at least ten minutes before the end of the session, and release the room "on the hour" to the next user.

2) UNSCHEDULED AVAILABILITY

- THE FIRST TO ARRIVE IS THE FIRST SERVED FOR UNSCHEDULED SESSIONS

Unscheduled session hours are available to any authorized and qualified user on a first to arrive, first served basis. Unscheduled hours claimed for use are still subject to a maximum of four hours of use, if another user is waiting in queue. A user of unscheduled session time should yield to the next user waiting in queue.

SECTION IV: AVID Nexis Storage

All MFA Storage Area Network User Policies - AVID Nexis

- WE WIPE MEDIA IN THE SUMMER – After 1st year your media will be removed from your 881KA and 881KB project storage volume

2nd and 3rd year Pre-Thesis and Thesis if you are registered in the summer you can retain your storage volume

- USER INITIATIVE TO PURGE AND BACK UP MEDIA

Technical Staff prefers that users selectively remove older media and backup their media (and project data) on a regular basis.

- TECHNICAL STAFF MEDIA MONITORING AND AUTHORIZED ACTIONS

Technical staff will remove media that is not authorized to be stored on our servers. Only current coursework media is allowed. No outside projects are allowed to be worked on or stored.

The Technical Staff makes every effort to keep equipment serviceable and updated. Maintenance will be performed with consideration to authorized projects in progress. This notwithstanding, the University, College, Department, Faculty and Technical Staff will not be required to compensate project time lost due to technical problems caused by any user's (users') practices, equipment failures, or time required for routine or emergency maintenance.

SECTION V: OTHER GENERAL POLICIES AND REMEDIES
1. Under no circumstances may post production suites, studios, or any other R-T-F or College wide facility, equipment, or service be utilized in any manner for monetary gain or profit, or for activities or projects unrelated to course work without University, College, or Departmental supervision and explicit sponsorship from the Department.

2. Under no circumstances may anyone who is not an actively enrolled student in M.F.A. program in Film and Media Production use the post production suites without you present in the suite with them. Colorist or sound mixer or assistant editors must be accompanied by a current enrolled student in the M. F.A. program in Film and Media Production.

3. Food and Drink – No Food If you bring a beverage it is at your own risk. Be responsible!! If you make a mess let the proctor and tech staff know immediately!!

4. No software, third party utility or outside equipment may be installed or removed in production, postproduction, studio or other technical areas without the direct supervision of Technical Area staff. Technical Staff will not certify use of software that has not been licensed by or permitted to the University of Texas.

5. No user may disconnect, reconnect, or move equipment. Privileges of use may be interrupted or revoked at any time if these rules are not followed.

Statement of Understanding of Post-Production Rules
(Revised August 23, 2019)
I have read, understand, and will comply with all of the Postproduction Rules.
A copy of these rules has been given to me. I understand my privileges can be suspended for violations of Post Production Rules.

Printed last name___________________________________
Printed first name__________________________________
Signature Date _____________________________________
Class _____________________________________________