

# Confetti Booking Rules

All bookings you make are your responsibility. You must follow these rules and ensure anyone else helping you, or who is a guest of yours does the same. These rules are supplementary to your student contract and booking contract. You are expected to follow all of them at all times when making a booking at Confetti. Breaking any of these rules may result in an equipment ban.

## **Creating a Booking**

- Please have a booking before attempting to get any equipment.
- If you have problems booking speak to a Technician at either our Main Site or Space2 Technical Store.
- Tutors cannot make bookings or override the rules for you. If your booking falls outside of the rules and you are asked to contact your tutor to authorise a booking, they are expected to contact the Technical Manager to authorise that booking on your behalf. Only Technical Management can authorise exceptions to the rules.
- All bookings are to be made by you alone and for your usage exclusively – when booking for a group project the person who made the booking is responsible for the equipment at all times.
- Any additional items should where possible be added to existing bookings – please refer to the How to Use Connect2 Guide on the front page of Connect2 to see how to edit your booking.
- The ability to book is a privilege not a right and is subject to change at any time. It will be removed if you do not understand or follow the rules and if you are not completing your course adequately. Example: have low attendance or are not submitting work.
- Certain equipment can be used offsite by TV and Film Students on HE and FE courses. Offsite Equipment Bookings can last up to 48 hours and cannot repeat. Please leave a gap of a few hours between bookings on the same day.
- Onsite Bookings can last up to up to 3 hours during the day subject to availability and all evening post 6pm.
- For onsite bookings you must list your guests' full names and roles during the booking – each person onsite must have an active role.
- If you are unsure what equipment can be used onsite and offsite speak to a member of the technical department.
- Confetti Equipment cannot be used for commercial purposes and should only be used for assignment and course work.

## **Collecting a Booking**

When collecting your booking you must present your Confetti Student Card and make sure you are signed in at reception. This is not negotiable: no tutor validation or other ID will be accepted. If needed you can purchase a replacement ID card from Convent Street Confetti Reception.

- As you have agreed in your student contract you will treat all staff with respect, failure to do so can result in serious action being taken.
- If you are late by over fifteen minutes your booking will be cancelled, you will not be able to book any equipment for the rest of the day and you may receive longer bans upon doing this repeatedly. If you know you are going to be late, you should contact the appropriate tech store to let us know.
- If you no longer require equipment, please cancel your booking. Failure to collect a booking without cancelling more than once will result in a ban.
- Make sure to check all your equipment before leaving the site of collection and report problems to a Tech Store as soon as possible via phone or in person.

### **Room bookings and on-site equipment bookings**

- Access passes for rooms can be collected from reception in exchange for your student ID.
- After 6pm you should only be onsite if you have a room booking or are collecting/returning equipment.
- Guests must be kept to a reasonable number and are required to sign in at reception. You will be held accountable for your guest's behaviour while they are in the building.
- You are expected to never attend Confetti under the influence of alcohol or drugs during the day or during a booking. Your booking will be cancelled if we suspect that you may be.
- All rooms must be secured when left unattended during, or at the end of your session.
- You are expected to keep rooms and studios clean and follow studio etiquette. Continued inability to follow studio etiquette may result in having to retake your studio licence and booking access revoked until this is done.
- No eating, drinking, smoking or vaping is permitted in any room or studio. Eating and drinking is allowed the student café.

### **During Bookings**

- Make sure to treat all equipment with respect and use it only as intended
- Extending a booking is at the discretion of a member of technical staff. We may refuse bookings that break rules or affect other bookings.
- Make sure all equipment is left securely when being stored during an offsite booking: locked inside (not in a vehicle), away from public access and safe from adverse weather conditions.

### **Returning a Booking**

- Equipment must be returned:
  - Packed away properly and complete
  - On time
  - To the correct Technical Store/Site
- Have your SD Cards/Flash Media backed up prior to your return.
- Wait for a member of Technical staff to check the equipment before leaving.
- **Bans will be issued for late returns.**

### **Lost or Damaged Equipment**

When equipment is lost or broken

1. Inform the technical department what has happened. We understand that accidents can happen and finding a solution will happen a lot quicker if we are informed of any mishaps right away.
2. Take the equipment back to the Tech Store at the same site it was loaned from
3. Leave details of how to contact you in case we need more information once a member of staff checks it over.

You may be held liable for damage, **and will be banned**, if the damaged equipment has been:

1. Misused
2. Damaged Intentionally
3. Caused by neglect
4. Stored dangerously

If you are held accountable you will be expected to buy a like for like replacement. You will be banned until the replacement is given to a Technician and inspected. We are able to help you source a replacement. If you do not replace the equipment in question you will be billed for the item.