East Central University
Program in Mass Communication
Outside Production Services Policy

What we can do: Work with organizations that display a need for a collaborative project that presents a clear benefit for Mass Communication students. Our University mission requires us to provide our students with coursework that presents a clear benefit to their future professional careers and that can be adapted into a course syllabus in advance.

Organizations that are interested in producing a collaborative product must make arrangements with a Mass Communication Program Faculty member before the beginning of the current semester; once coursework has been designed for the semester, it is difficult to integrate additional projects into a schedule.

What we can’t do: We cannot assist with projects that fall under the scope of the Linscheid Library’s AV Department (http://www.ecok.edu/library/information/audiovisual/index.htm), work on projects that do not benefit Mass Communication students, or complete projects with little advance notice.

What we offer:
- Audio, Photography, and Television studio rental
- Trained student technical advisor to monitor rental space and provide assistance
- Student collaboration, when applicable
- Use of Program’s specialized printers, when applicable
- Use of Program’s computer labs, when applicable

What we don’t offer:
- Rental of Audio, Photography, and Television field equipment
- Free student labor
- Projects/functions that are covered by AV Department (see URL)
- Last minute assistance with projects

Pricing/Costs:
- Facility Insurance Requirements: All individuals and organizations, except those of East Central University, shall furnish the Hallie Brown Ford Fine Arts Center office with a certificate of insurance at least ten (10) business days prior to use verifying there is a policy in force naming the lessee as insured and which also contains the following language: “East Central University is named as additional insured with respect to all activities by (lessee) held on the premises of Hallie Brown Ford Fine Arts Center pursuant to policy number_______.” Such insurance shall provide for a minimum of bodily injury and public property damage liability insurance of $1,000,000 per occurrence; said policy shall also
provide for a ten day written notice to East Central University prior to cancellation or any material modification of the insurance policy. Failure to comply will result in the cancellation of the use.

- Setup and Strike fee: $20.00 flat rate
- Student technical advisor fee: $10/hour per supervisor/engineer (number dependent upon size of project)
- Studio Rental fees:
  - $500/full day with photographer/videographer and lighting (8 hours)
  - $300/full day with lighting (8 hours)
  - $250/half day with photographer/videographer and lighting (4 hours)
  - $150/half day use with lighting (4 hours)
- Faculty photographer/videographer fee: $50.00/hour; minimum 2 hour session
- Student photographer/videographer fee: $20.00/hour; minimum 2 hour session
- Computer and Printer access: $20.00/hour
- Use of backdrops, additional lighting, or additional equipment: to be determined

Guidelines:
- All rentals require two week advance booking; rentals cannot be made during times that the spaces are used for classes, or if a student has already booked the space.
- Rental space cannot be booked during Finals Week, during University holidays, during the summer months or any other time the campus is closed.
- All rentals require the presence of at least 1 student technical advisor during the whole rental time.
- All rentals require a deposit in advance of the booking.
- Use of the audio and television studios requires a minimum of 4 student technical advisors to properly monitor use and run equipment.