Department of Dance Video Checkout Policy  
As 10/13/2020

ALL Video Checkout Requests can be made at: VIDEO REQUEST LINK

GENERAL INFORMATION:

- ALL Video Camera and Equipment requests for fall 2020 are submitted via Video REQUEST LINK.
- A response to your request, inclusive of a checkout date and time, will be sent within 48 hours upon receipt.
- Department cameras and equipment may be checked out for production filming, coursework as assigned by instructor, and creation of a screen dance.
  - Please use the camera set up in each Halsey Hall studio for online instruction recording.
- ALL Undergraduate students wishing to checkout a camera or video equipment must have a Faculty advisor for that project.
- It is the individuals’ responsibility to provide their own data storage medium. All Department of Dance cameras use a SD card.
- A University ID must be brought with you upon picking up camera and/or equipment.
- Damage to or loss of equipment will incur a charge on your U-Bill equal to the cost of repair or replacement.

FALL 2020 CHECKOUT GUIDELINES:

I. Requests for the Fall will be prioritized in the following order:
   Dance Gala, Fall Thesis, Spring Thesis, BFA Concert, MFA Students, Undergraduate Dance Majors

II. Requests for the Spring will be prioritized in the following order:
   Screen Dance Class, UIDC, Thesis, BFA Concert, MFA Students, Undergraduate Dance Majors

III. Camera Checkout Time Frame Allotments:
   **Hours below are contingent upon camera and equipment availability**
   - Screen Dance Class: Dates Set By Instructor
   - Faculty – Dance Gala & UIDC: 1 Week, Date extension possible if camera available
   - MFA Thesis: 1 Week, Date extension possible if camera available
   - BFA Concert: 1 Week, Date extension possible if camera available
   - MFA Candidates in Dance: 2 Days
   - Undergraduate Dance Majors: 1 Day
   - Dance Minors: Not permitted 2020-2021

IV. To Minimize Risk of Spread:
   - It will be the individuals’ responsibility to wipe down the equipment at checkout and return of equipment. Alcohol wipes will be provided.
   - Please do not wipe the lens as this could damage the equipment.
   - Bags will be sprayed down upon return.