
Rules for the use of film making equipment

1 - Purpose and scope

1. These rules lay down the criteria and procedures for the free use of the film making equipment (the "equipment") owned by RUFA.
2. The equipment may be granted, free of charge, to be used for individual or group teaching activities either on the premises of the Academy or elsewhere.

2 - Nature of the equipment

1. For the purposes in section 1 above, RUFA may grant the following items of equipment, given by way of example only and without limitation, to the persons (the "beneficiaries") listed in section 3 below, subject to availability:

- film cameras
- photo cameras
- tripods
- audio devices
- film lights
- sundry accessories and supports

2. A detailed list of the items of equipment can be found at the relevant RUFA Service, on the upper floor of the main building at Via Taro 14, Rome.

3 - Beneficiaries

1. The film making equipment may be used by the following people:
 - enrolled students regularly attending the bachelor's and master's of Arts programs in Cinema and Film Arts;
 - students about to graduate in Cinema and Film Arts;
 - enrolled students regularly attending master's of Arts programs in Computer Animation and Visual Effects;
 - students about to graduate in Computer Animation and Visual Effects;
 - teaching staff members;
 - technical and administrative staff members.

REG. 05-05-03 - Rev. 1 del 18-11-19

4 - Equipment use applications

1. The beneficiaries listed in section 3 above, after checking the equipment with the service manager, must apply to use the equipment at least 20 days in advance, by email, at service-cinema@unirufa.it.
2. The application must specify:
 - first name(s) and surname of the student;
 - contacts for communication purposes;
 - name of the degree program;
 - name of the teaching project supervisor;
 - dates for collecting/returning the equipment;
 - detailed list of the required equipment.
3. The applicant is aware of the criminal liability incurred in the event of making false or misleading representations.

5 - Granting of use of equipment

1. After having assessed each application, and verified whether or not the equipment is available, the Service Officer shall notify the applicant(s) that the equipment is available and may be used, specifying the date of collection and return and providing a form with the relevant details (days and times of collection and return and list of the equipment); the student must then collect the equipment on the specified date and time and present the fully compiled form (as specified in section 6.3 below).
2. Applications will be processed depending on the availability of the equipment and in order of receipt, although precedence will be given to any projects promoted and organised by the Academy.
3. Applicants shall be granted use of the equipment for no more than (i) 6 days, in the case of students enrolled in the 1st year of the Bachelor of Arts program in Cinema, (ii) 5 days, in the case of students enrolled in the 2nd year of the Bachelor of Arts program in Cinema, or (iii) 7 days, in the case of students enrolled in the 3rd year of the Bachelor of Arts program in Cinema and of students enrolled in the 1st and 2nd years of the Master of Arts program in Film Arts and in Computer Animation and Visual Effects, unless otherwise agreed.
4. Each applicant will be granted use of the equipment only once in each academic year for each project approved by the project supervisor, while graduating students will be granted use of the equipment only if the relevant thesis requires the support of audiovisual materials, as approved by the thesis supervisor.

5. The equipment shall be granted free of charge.

6 - Collection and return of the equipment

1. The equipment shall be collected solely at the relevant RUFA Service.
2. The equipment shall be collected and returned on the dates and times communicated by the service manager during the booking phase.
3. When collecting the equipment, the applicant must present the application form attached hereto (Annex A), duly compiled and signed, containing the following information:
 - first name(s) and surname of the student;
 - contacts for communication purposes;
 - name of the degree program;
 - name of the teaching project supervisor;
 - date/time for collecting/returning the equipment;
 - description and quantity of the equipment;
 - description of any defects found in the equipment;
 - disclaimer of liability, by RUFA, for any personal injuries and damage to property resulting from the use of the equipment.
4. Any incomplete or delayed applications, compared to the timeframe set out in section 4.1 above, shall not be accepted.
5. Before returning the equipment the applicant must remove any files stored therein. Any battery-powered equipment must be returned with fully charged batteries.
6. The Service Officer shall make sure that the equipment has been returned in its entirety and that it is complete and undamaged and shall record the equipment's condition in the related database, together with any damage or delays.
7. If a student returns the equipment past the due date, beyond 24 hours for reasons attributable to the applicant, he/she shall be barred from using the equipment for the future.
8. If the returned equipment is found to be damaged and/or incomplete a claim for damages will be filed, according to section 7 below.

7 - Claims for damage

1. The assessment of any damage to the equipment and/or missing materials shall be determined by the administration office based on the current market prices, at the date of assessment, for the purchase or repair thereof. Therefore, the applicant shall be required to pay,

to the administration office, the full amount required to repurchase any equipment that is no longer suitable for use or has not been returned and/or repair any damage to the equipment.

2. In the event of the failure to identify the damages within the established timeframe, the student concerned shall be barred from using the film making equipment and will be debtor to RUFA, until he/she has complied.

8 - Applicant's liability

1. The applicant is obliged to and responsible for:

- personally collecting the equipment;
- not delegating other people to collect the equipment;
- check the operating status of each element supplied to him during delivery;
- returning the equipment in the same conditions in which he/she received it, within the due date and in the same place it was collected, except as otherwise established;
- using the equipment solely for the period and the purpose specified in the application;
- not granting other persons the use of the equipment;
- safeguarding the integrity and correct use of the equipment;
- undertaking full liability, in respect of any claims by third parties, for any personal injuries and/or damage to property resulting from the proper or improper use of the equipment.

9 - Failure to grant the equipment and early return

1. Use of the equipment may be denied or revoked, and the applicant shall not be entitled to compensation, in the following cases:

- if he/she fails to comply with any of the obligations referred to in section 8 above;
- if it is found that the equipment has been used for purposes other than those specified in the application;
- for urgent reasons of common interest;
- if the equipment is required for teaching activities or events organised and sponsored by the Academy.

Rome, 31 October 2019

Signed
ADMINISTRATION OFFICE
Alessandro Mongelli