

BECA Facilities & Equipment Use Request Policy (2026 V4.0)

The BECA department FPPC (Facilities & Production Planning Committee) welcomes requests for studio and equipment use within our Marcus Hall facilities.

In all cases:

- No food or drinks are permitted in labs or studios unless preauthorized.
- No equipment or furniture may be removed or modified unless preauthorized.
- All rooms must be left clean and returned to a normalized arrangement after use.
- Cleaning, supervisory, technical, and rental fees may apply.

Section 1: BECA STUDENT & FACULTY REQUESTS

Undergraduate Student Extracurricular Requests

If your request is outside of specific class activities, please contact an appropriate BECA Faculty Advisor (video, audio, radio, etc.) regarding your project. They will guide you through the proposal process. If a Faculty Advisor cannot be secured, contact the FPPC Chair (the BECA office can provide the contact info). Once completed, submit your proposal in writing two weeks ahead of a planned meeting for Q&A. At the meeting, we will consider your request. Most uses require a BECA Faculty Advisor, who may designate qualified students as event supervisors. Urgent Requests will be considered on a case-by-case basis. In addition to this document, please see our **Facilities & Equipment Request Form** and **Open Studio Application** for qualified students. (both posted separately in BECA Forms).

M.F.A. Students Requests

Please seek approval from your Instructor, M.F.A. Advisor, or Staff. Appropriate Faculty or Staff must approve use in advance. Please schedule facilities requests through the BECA Office. In addition to this document, please see our **Open Studios Application** for qualified students. (posted separately in BECA forms).

BECA Faculty or Staff Requests

Class activity (curricular) access is under the jurisdiction of the associated instructional faculty. Faculty and student use during scheduled class meeting times does not require review and has priority over all other uses. Instructors may authorize the use of production laboratories and/or remote production equipment outside of class meeting times.

Other arrangements for use of facilities may be made directly between faculty/staff if there are no schedule conflicts and curricular setups are not disturbed. The following types of event requests require FPPC review:

1. Events or activities that invite external audiences
2. Events or activities involving external organizations
3. Events or activities that require extensive staff or faculty assistance

Exceptions to usual checkout policies may be requested for gear use up to one semester, at the discretion of FPPC, if gear is available and does not impact curricular need. **Requests must be renewed each semester.**

Section 2: INTERDEPARTMENTAL REQUESTS

The BECA department laboratories are storytelling laboratories and should not be used as sets or for other non-production purposes. Classroom and other laboratory use requests are also subject to this policy. In all cases:

- Final decisions regarding use of Marcus Hall facilities rests with the College of LCA.
- No food or drinks are permitted in labs or studios unless preauthorized.
- No equipment or furniture may be removed or modified unless preauthorized.
- All rooms must be left clean and returned to a normalized arrangement after use.
- Cleaning, supervisory, technical, and rental fees may apply.

SF State Interdepartmental Requests

Please contact the Chair of FPPC (Facilities & Production Planning Committee) to request a proposal review. The current Chair of FPPC can be found by contacting the BECA office. BECA facilities and equipment are purchased and maintained primarily for the benefit of BECA students. Scheduling of non-BECA classes into department laboratories may have additional requirements, including regular instructor participation in bi-weekly BECA FPPC meetings. Please submit your proposal in writing two weeks ahead of a planned meeting for Q&A. At the meeting, we will consider your request and attempt to provide a decision the same day. Please note that final decisions regarding use of Marcus Hall facilities rests with the College of LCA. If BECA staff is also required for technical or other assistance, please indicate that in your proposal. All uses require a BECA Faculty Advisor, who may designate qualified students as event supervisors.

Section 3: EXTERNAL REQUESTS

The BECA department FPPC (Facilities & Production Planning Committee) welcomes requests for sound stage space and equipment use within our Marcus Hall facilities. In all cases:

- Final decisions regarding use of Marcus Hall facilities rests with the College of LCA.
- No food or drinks are permitted in labs or studios unless preauthorized.
- No equipment or furniture may be removed or modified unless preauthorized.
- All rooms must be left clean and returned to a normalized arrangement after use.
- Cleaning, supervisory, technical, and rental fees may apply.

External Requests

BECA facilities and equipment are purchased and maintained primarily for the benefit of our students. Outside requests will be considered on a case-by-case basis, but final decisions regarding use of Marcus Hall rest with the College of LCA. All uses require a BECA Faculty Supervisor, who may, at their discretion and with the advice and consent of FPPC, designate qualified students as event supervisors. Cleaning, supervisory, technical, and rental fees may apply. Approvals may take up to four weeks depending on the FPPC meeting schedule. External productions and other uses must include opportunities for BECA students.

Please contact the Chair of FPPC to request a proposal review meeting. The current Chair of FPPC can be found by contacting the BECA office. You should submit your request in writing at least two weeks ahead of your review meeting. Outside productions in our facilities or use of our equipment may be difficult during the semester (Sept.-Dec. & Feb.-May). User must have insurance policy covering liability, breakage, and theft. Please indicate the following in your proposal:

- Principal Requester
- Description of Project
- BECA Faculty Advisor
- Facilities Requested
- Gear Requested
- Proof of Insurance Policy