

**BECA Studio Access Policy**  
**(Adopted September 7, 2023)**

*This policy is in its evaluation and sunsets in June 2024 without FPPC approval*

The BECA department FPPC (Facilities & Production Planning Committee) welcomes requests for lab and equipment use within our Marcus Hall facilities. The faculties' goal is to provide increased access to advanced electronic media production laboratories available in Marcus Hall.

This policy addresses extra-curricular access to BECA studios and laboratories. Exceptions can only be approved by the BECA Chair or the Chair of the BECA Facilities Planning and Production Committee (FPPC).

**For All Extracurricular Uses**

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

**BECA Course or Curricular Access**

Class activity (curricular) access is under the jurisdiction of 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. This policy makes no changes to BECA Curricular Access Policy.

**BECA Faculty or Staff Access Guidelines**

BECA Faculty and Staff may use any production facilities, instructional facilities or remote equipment in Marcus Hall. Arrangement for use may be made between faculty and staff directly if there are no schedule conflicts and laboratory curricular set-ups are not disturbed. The following types of requests generally require FPPC review:

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

**Open Studio Access**

Students are encouraged to use production facilities outside of class, with a reservation, whenever Marcus Hall is open. The Open Studio Access Policy does not include access to production equipment in the BECA Cage. Students eligible for Open Studio Access must be on the Open Studio Access List (see below).

### Scope of Available Facilities

Students may request access to a limited number of production labs identified each semester. Facilities may be reserved to be used during open building hours. The following facilities are currently identified as available:

- KSFS Production Labs
- TV Studio Two
- MH 221, MH 223, MH 225 Audio Labs
- MH H308 Video & Audio Labs

### Open Studio Access List Eligibility

Students in different degree programs affiliated with the BECA Department have different protocols for authentication into the Open Studios Access List. Non-BECA Majors are not permitted to join the Open Studio Access List. Violation of any studio rules, breakage of studio equipment or otherwise leaving the studio in inoperable condition will result in suspension of permission, subject to recertification by BECA Facilities Production Planning Committee (FPPC). Students seeking to join the Open Studios Access List must complete the Open Studios End User Agreement form and meet certain curricular requirements:

#### BECA MFA Students

All BECA MFA students are automatically added to the Open Studios Access List for studios aligned with their storytelling practices. Please work with the MFA coordinator, BECA Graduate Coordinator or your MFA advisor for more information.

#### BECA M.A. Students

Approval for the Open Studios Access List is by approval of your faculty advisor or graduate coordinator.

#### BECA B.A. Majors

To join the Open Studios Access List, BECA B.A. Majors must meet certain curricular requirements, complete the Open Studios End User Agreement form and demonstrate an understanding of the current studio safety, operations and strike requirements for the relevant studio. Current studio safety and operations information is available from BECA technical staff. Students must re-join the Open Studios Access List every semester.

#### Minimum Curricular Requirements

To be placed on the Open Studios Access List, BECA B.A. majors are required to achieve a grade of “B” or better in particular courses associated with different studios. Course requirements may change over time.

<b>Studio Name</b>	<b>Curricular Requirements</b>
KSFS	BECA 305 or 505
TV Studio 2	BECA 515, 516 or 545
Audio Studios 221, 223, 225	BECA 335, 535, 330, 430 or 530
Production Suite 366-382	BECA 231, 241, or 246

### Scheduling Open Studio Access

Open studio access is by reservation only. There are no on-demand or walk-in accommodations. Reservations are made through the BECA Office and are subject to availability. Requests must be initiated at least 48 hours prior to the requested timeslot. Open Studios are available during normal building operating hours. Students are not allowed to remain in the building past closing or to enter the building prior to opening. Placement on the Open Studios Access List does not guarantee access to BECA studios.

### Accessing Laboratories

If your request is during normal BECA Staff hours, the BECA Office, Staff, or Faculty can provide access. If outside of normal business hours, students will be issued an access key card that allows access to the studio. The key card is the student's responsibility. Lost key cards are subject to a fee collected through the SFSU Bursar and will show as a charge on your student account (like a library fine). Key card access will be logged and unauthorized use of a key card will result in removal from the Open Studios Access List. Lab doors will be left in "lock" mode. You must ensure all exterior doors are shut and locked. Alarms will be activated automatically outside of Open Studio Access Hours. Alarms are responded to by SFSU Police and Security Personnel. Leave sufficient time for normalizing the facility.

### **Ethical Standards**

Violations of any studio or laboratory access policy will result in the immediate suspension of access rights and privileges. Students on the BECA Open Studios Access List are always expected to:

**BE PROFESSIONAL  
BE POLITE  
BE RESPONSIBLE  
LEAVE NO TRACE**

## Interdepartmental Facilities Use Requests

The BECA department FPPC (Facilities & Production Planning Committee) welcomes requests for events and equipment use within our Marcus Hall facilities. Production laboratories are designed as storytelling laboratories and should not be used as props, sets or for other non-production purposes. Classroom and other non-production laboratory use requests are also subject to this policy.

### In all cases:

- No food or drinks are permitted in labs or studios unless preauthorized.
- No equipment or furniture may be moved 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. 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. If BECA staff is also required for technical or other assistance, please indicate that in your proposal. All uses require a BECA Faculty or Staff Advisor, who may designate qualified students as event supervisors. To identify a Faculty or Staff Advisor, please contact the BECA department office ([beca@sfsu.edu](mailto:beca@sfsu.edu)) or visit <https://beca.sfsu.edu>. Approvals may take up to 4 weeks depending on the FPPC meeting schedule.

Production and other uses that include opportunities for BECA students are more likely to be well-received by the FPPC.

Proposals should be in writing and include:

- Principal Requester
- Description of Project including time and date(s)
- BECA Faculty or Staff Advisor
- Facilities & Gear Requested
- Sources of External Funding (if applicable)
- BECA Class (if applicable)
- Crew Names & Class Affiliations (if applicable)

The BECA Department will work with other university partners to reduce costs. However, the department may charge fees to cover its expenses, depending on the project's scope.

BECA facilities and equipment are purchased and maintained mainly for BECA students' benefit. Scheduling of non-BECA classes into department laboratories is discouraged and will have additional requirements, including regular instructor participation in bi-weekly BECA FPPC meetings.

## Non-SFSU (External) Facilities Use Requests

The BECA department FPPC (Facilities & Production Planning Committee) welcomes requests for events 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 moved 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 (see **Minimum Standard Rates**).

### External Requests

BECA facilities and equipment are purchased and maintained mainly for our students' benefit. Outside requests will be considered on a case-by-case basis. All uses require a BECA Faculty or Staff 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.

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 FPPC review meeting. Outside productions in our facilities or use of our equipment may be difficult during the semester (Sept.-Dec. & Feb.-May). Approvals may take up to 4 weeks depending on the FPPC meeting schedule. Production and other uses that include opportunities for BECA students are more likely to be well-received by the FPPC. User must have sufficient insurance covering liability, breakage, and theft. Please indicate the following in your proposal:

- Principal Requester
- Description of Project including time and date(s)
- BECA Faculty or Staff Advisor
- Facilities Requested
- Gear Requested
- Proof of Insurance

### BECA Sound Stage Minimum Standard Rates (for example purposes)

Studio One, Two, or Three (Sound Stage Use Only): \$400 per hour, 4-hour minimum

Audio & Video Staff: \$100 each per hour, 4-hour minimum

Student Assistants (minimum of two): \$50 per hour each, 4-hour minimum

### MINIMUM TOTAL

\$2600.00 for 4 hours.

Basic Lighting Grid, Green Room, and Makeup Studio Included.

No overtime. Reserve Accordingly.

Inquire for Equipment Use Rates.