

BECA Facilities & Equipment Use Request Policy, 2021

BECA Requests

Please contact the Chair of FPPC to request a proposal meeting. The current Chair of FPPC can be found by contacting the BECA Office. You should submit your proposal in writing one week ahead of your meeting. At the meeting, we will consider your request and try to provide a decision the same day. Urgent Requests will be considered on a case-by-case basis. If BECA faculty or staff is required for technical or other assistance, please indicate that in your proposal. Please include in your proposal:

- Principal Requester
- Description of Project, including specific timeline and production schedule
- Facilities Requested
- Gear Requested
- BECA Class (if applicable)
- Crew Names & Class Affiliations (if applicable)

BECA Student Requests

BECA student access to production laboratories or equipment is prioritized through enrollment in specific BECA courses. Non-curricular requests should be coordinated with a BECA faculty member. Plan to contact a faculty member more than 2-weeks before your requested date.

SF State Interdepartmental Requests

Please contact the Chair of FPPC to request a proposal 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 meeting. If BECA faculty or staff is required for technical or other assistance, please indicate that in your proposal. At the meeting, we will consider your request and try to provide a decision the same day. Please include in your proposal:

- Principal Requester
- Description of Project
- BECA Faculty Supervisor
- Facilities Requested
- Gear Requested

Outside 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. Rental Rates May Apply.

Please contact the Chair of FPPC to request a proposal 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 meeting. Outside productions in our facilities or use of our equipment may be difficult during active semesters (Sept.-Dec. & Feb.-May). If BECA faculty or staff is required for technical or other assistance, please indicate that in your proposal. Please include in your proposal:

- Principal Requester
- Description of Project

- BECA Faculty Supervisor
- Facilities Requested
- Gear Requested