

FALL 2020 BECA CAGE EQUIPMENT CHECKOUT PROCEDURES

Below are the SFSU approved guidelines and procedures for BECA equipment checkout during the present Covid -19 crisis. The goal for both the University and the BECA Department is to insure everyone's safety and provide fair and equitable access as much as possible.

When to Pick up Equipment

The BECA Cage will be providing equipment on **Wednesdays and Thursdays 11 AM—3 PM**. These are the only times when access to the Creative Arts Building will be permitted.

Where to Pick up Equipment

Equipment checkout and return will take place in Studio 1 (CA128), which can be accessed through the building entrance on Holloway near Tapia, through the doors under the "Radio Television" sign. There will be student ambassadors at the door who will be performing specific building access procedures, including masks, temperature checks, etc.

How to Reserve Equipment

All equipment must be reserved in advance as follows:

Students must first **contact their instructor by noon on Monday for the week they are picking up gear**. In their request, students must provide their email, phone number, SFSU ID#, class, and the specific equipment they are requesting. Preferred checkout DATE and TIME should be included. This does not guarantee that the request can be honored, but we will try.

Once approved by the instructor, the request will be forwarded to the Cage for reservation. Jeff Rosenstock will confirm with the student via email the date and time for pick-up, as well as the return date and time. The length of the checkout period will vary depending on availability, but will be a minimum of one week, and perhaps for the entire semester.

Your equipment request is confirmed only when you receive an email from Jeff Rosenstock

You must adhere to the scheduled time for pickup, or the equipment will not be released

When you arrive on campus, call Jeff Rosenstock from your cell at **510-646-1584**. He will direct you to where your equipment package is located. Please sign the Equipment Checkout Form on the bottom of the back page, and leave the paperwork on the table. Your return date and time will be written on the top of the front of this form.

When you return the equipment, you will leave the equipment in the studio as instructed, where it will sit "in quarantine", for one week.

Please feel free to contact the Cage with questions or suggestions at jeffr@sfsu.edu. You can also leave a v/m message at 415-338-1318, outside the Wednesday, Thursday 11-3 hours.