Policy for Communications, Drama and Film Department (CDF) Support for Non-Credit bearing Activity

Introduction

1. Historically, Drama students have been very involved in Guild performance-related societies and taken part in their own non-assessed performances. CDF fully endorses this student activity but is not able to provide support for all activities alongside the core CDF course requirements. This policy, written in collaboration with the Guild confirms the level of support available from CDF (staff, space and equipment) to ensure all students are aware.

2. This policy covers the Guild Societies: Footlights, EUTCO, Theatre with Teeth, Shakespeare Co, Opera Soc, Shotgun, XTV etc. and includes any individual or group of CDF student(s) putting on a performance or making a film outside their course.

CDF Booking System

3. CDF uses the in-house Chronos booking system to facilitate and manage bookings, schedules, equipment, and projects.

4. Every Project (i.e. each Film, Performance or Event) must be created on the CDF Chronos booking system before individual rehearsals can be booked. Every room booking or equipment / props request must be correctly allocated to that project.

5. Safety briefings for each building and piece of equipment are include in Chronos under Safety.

6. A short online Chronos induction will be required before making any bookings. Log in at https://chronos.exeter.ac.uk/ex/cdf/ to use the system.

Space for Rehearsals

7. CDF allows spare evening rehearsal space to be used (Monday – Friday 1800 – 2100hrs during term-time only) for Guild-related rehearsals, but **only when** a current CDF student is part of the group and takes responsibility for building security and room management to ensure the space is left ready for the next session.

8. CDF course-related bookings have priority for space, bookings can be made each week as follows:

- CDF students can make bookings for course-related sessions from 1000hrs on Fridays (or earlier for some modules which rely on practical space)
- Bookings for Guild Society rehearsals can be made on Chronos after 1700hrs on Fridays for the following week.
- Any Guild-related bookings made before 1700hrs on Friday will be deleted (without any notification)
- Recurring bookings cannot be made – the booking must be remade each week in whichever space is available.

9. Course-related bookings take priority so any Guild Society rehearsal that clashes will not be confirmed. CDF will endeavour to reallocate the Guild Society booking but can't guarantee it. The student making the booking will be kept informed.

Weekend Rehearsals

10. Roborough Studios are available for use at the weekends though course-related bookings continue to take priority over Guild-Society bookings. The outer door is on a code – available from the CDF tech team at Thornlea and sent out to anyone who books direct. CDF card swipe is required to enter the building at all times.

11. Alexander Building is not always open for rehearsals at weekends.

12. Lone rehearsals are not permitted at weekends, but group work is supported. All members of the group should familiarise themselves with the relevant building fire procedures and make use of the SafeZone app (details here: https://www.exeter.ac.uk/departments/campusservices/campussecurity/safezone/)

13. All props and equipment needed for weekend sessions should be collected during normal working hours (Monday – Friday 9am – 5pm) as the CDF technical office is not open at weekends.

Space for Performance

14. CDF is not able to provide any space for performances for non-course related work during terms 1 and 2.

15. Space is available in Term 3 and CDF schedules a large number of events as part of the Term 3 Festival. Five weeks' notice is required to book CDF performance space for Guild-related events that have not followed the T3 process. Societies are encouraged to apply through the T3 Festival process starting in November if they wish to use CDF space.

16. As term 3 is busy with CDF student work, it may not be possible to accommodate Guild Societies in the Drama spaces for performances in term 3 if they have not followed the T3 Festival process.

Space for Filming

17. CDF supports the use of department spaces for short film production, with the supervision of the technical team. Please contact cdftech@exeter.ac.uk to discuss your project so we can look at options for scheduling the shoot.

18. All usage requires the completion of both the Shooting Plan document and the Risk Assessment document, available on Chronos under Safety.

19. Filming that has not completed Shooting Plan and the CDF Risk Assessment will not be permitted.

Space outside Term Time

20. Availability of space outside term-time is limited and must be planned at least three weeks in advance. Priority is given to external / commercial activity at this time, so we cannot guarantee space for student-led activity. CDF is, however, able to support rehearsals in July for Guild societies going to the Edinburgh Fringe with enough notice.

Space Management

21. All spaces must be clean and tidy at the end of each booking. All litter and personal items (water bottles, props, scripts, costumes etc.) must be removed. Tables and chairs must be restacked. Any other items (e.g. pianos, mats) which are moved must be replaced in their original location. Windows must be closed. If any items are not tidied away, the Guild Activities team will be notified and future bookings will be restricted.

Props for Performance / Film-Making

22. CDF has a large stock of props and furniture, which are available for non-course activities when they are not required for assessed performances or coursework. These must be reserved in advance on Chronos, for the dates of your technical rehearsal and performances (or film shoot) only. An additional booking should be made for any props required for rehearsal. We are not able to supply furniture for rehearsal periods.

23. Once the initial prop booking request is submitted and authorised, the booker will receive an email asking them to book the specific items and quantity they need. Items not correctly booked in this way cannot be taken.

24. We have a 'credit' system to discourage excessive use of the prop store. Each item has a credit value and each event is allocated 20 credits. Events that go over the allocated credit value will need to discuss their plan in detail to manage the amount of items, to ensure safety and security, and to ensure they are returned in a timely manner.

24. If a last-minute request for course-related use comes in, we will have to remove the item(s) from the non-course booking. We will make every effort to offer a suitable replacement, but cannot guarantee an exact match.

25. At the time and day you have chosen to collect the items, please report to the Technical Office in the Alexander Building to collect the items from the prop store, and to be given instructions on how to access any other storage locations needed. Please bring multiple people to help with moving items.

26. At the end of your booking we expect the same effort to return items to the location you collected them from. Please see the tech team to confirm you have returned everything. If there are any breakages or losses, please let us know – accidents happen, and there will be no penalties for accidental damage. If you don't tell us, future productions will suffer as they will find broken items when they come to collect items.

27. Please note: we are not able to provide transport for Guild events. Please contact the Guild Activities team about using the Guild van, which can be booked online at https://hosted.exeterguild.com/forms/view.php?id=14786

Technical Equipment for Performance / Film-Making

28. CDF will ensure equipment is available for core CDF activities, meaning it is not always available for Guild Society use.

29. CDF does not charge for use of equipment (as we're not a hire company) but does require insurance to remove the financial risk if anything is damaged. So use of film production equipment for non-course-related work (including all Society activity) requires the user to have appropriate insurance. The CDF technical team can advise on where to get insurance.

31. Extra-curricular projects that are not part of a Guild society must bring proof of insurance before a booking can be confirmed.

32. You may wish to consider approaching local hire companies such as Stage Engage or Showbitz for items such as staging platforms and radio mics as these are not available from the CDF team.

Costume for Performance

33. The costume store is available primarily for Drama course-related work. Occasionally there is availability to use costumes for other activities, but this is at the discretion of the Wardrobe Technician (Michelle Yeates: M.Yeates@exeter.ac.uk).

34. CDF does not function as a costume hire facility. Though small quantities of accessories / items may be available at the discretion of the Wardrobe Technician, a deposit must be paid for any item borrowed for non-course use. In the event of loss or damage, the cost to replace the item will be passed on to the society who withdrew it.

Further Enquiries

35. Please contact the Communications, Drama & Film technical team at cdftech@exeter.ac.uk or visit the technical team during working hours (9am – 5pm Monday to Friday)

Policy subject to change - latest version is available at https://drama.exeter.ac.uk/currentstudents/

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