

Policy for Communications, Drama and Film Department support of non-course-related work

Introduction

Historically, Drama students have been very involved in Guild performance-related societies and have been able to take part in their own non-assessed performances. Whilst we have no wish to diminish this, it's important to set down some guidelines to prevent expectations about the resources available being raised too high and to avoid adversely affecting the assessed work of others in the Communications, Drama & Film Department (CDF).

The societies affected by this include the following: Footlights, EUTCO, Theatre with Teeth, Shakesoc, Opera Soc, Shotgun, XTV and any CDF student wishing to put on a performance or make a film outside the course.

Please remember that the spaces and facilities are here primarily to support your academic studies.

We use our **Chronos** system to manage bookings, schedules, equipment and projects in the department. You can log in at <https://chronos.exeter.ac.uk/ex/cdf/> and register to use the system.

Projects – Films, Performances, Events

Every project must be set up correctly on Chronos so we can support your work. Every room booking or equipment / props request must be correctly allocated to that project. Please follow the instructions on Chronos to add or update your project (click on Events).

Space for Rehearsals

We are happy to allow spare evening rehearsal space to be used (Monday – Friday 6pm – 9pm during term-time) for Guild-related rehearsals **ONLY where a currently registered CDF student is a member of the group**, and can take responsibility for the security of the building, and the tidiness of the room after the rehearsal.

Each project must be created on Chronos before you can book rehearsals for it.

During 2023 a new system will be setup on Chronos where people can only book rehearsal space once they've completed a short online induction.

Bookings for Guild societies must not be made on Chronos until Friday at 5pm. Course-related bookings can be made by department students from 10am on Friday (or earlier for some modules which rely on practical space).

Any Guild-related bookings made before Friday 5pm will be deleted with no notification.

If a course-related booking clashes with a Guild society rehearsal (even if the Guild rehearsal was booked earlier), the course-related booking will be confirmed. We will endeavour to reallocate the Guild society booking to another space at the same time, but cannot guarantee it. If we cannot re-allocate it we will email the student that made the booking on behalf of the society and let them know it's been cancelled.

End of rehearsal

All groups are expected to return the space to a clean and tidy state after usage. 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. If any items are not tidied away, the Guild Activities team will be notified.

Weekend Rehearsals

Roborough Studios are available for use at the weekends. The outer door is on a code – see the tech staff at Thornlea if you don't know the code.

Due to safety & security concerns the Alexander Building is often not open for rehearsals at weekends.

Obviously course-related bookings take priority at the weekends in Roborough.

Health and Safety considerations mean **we cannot allow you to rehearse alone at the weekends**. Group work only is permitted. All members of the group must familiarise themselves with the fire procedures and make use of the SafeZone app (see the University website at <https://www.exeter.ac.uk/departments/campuservices/campussecurity/safezone/>).

The fire procedures for buildings can be found under Safety on Chronos.

The technical office is not open, nor are any of the props or equipment stores, so any items for use at the weekend must be collected during working hours and stored until needed. The technical office opening times are repeated at the end of this document.

Space for Performance

We cannot provide any performance space for non-course related work during terms 1 and 2.

Term 3 has been designated as available for this kind of work, as part of the Term 3 Festival. During this period we can schedule a large number of events.

As term 3 is usually very packed with Communications/Drama/Film student-initiated work, it is unlikely to be possible to allow Guild Societies to use Drama spaces for performances in term 3.

The main reason for not allowing non-course-related performances during terms 1 & 2 is the cost of staffing events, and the disruption to coursework and rehearsal schedules. Remember you are here to work on your course, and the spaces and technical staff are here for the same reason.

Please aim your plans firmly towards Term 3 where we will do everything we can to help. We need at least 5 weeks notice of your request to use a CDF performance space.

Space for Filming

We are happy to support 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.

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

Space outside Term Time

Availability of space outside term-time is limited and must be planned well in advance. Use of the space may incur a charge, based on the size of the group and length of the booking. We are happy to support rehearsals for societies going to the Edinburgh Fringe during July at no cost.

Technical Equipment for Performance / Film-Making

Use of film production equipment for non-course-related work (including all Society activity) requires you to have insurance.

Guild societies are only able to use equipment that is on the Guild insurance policy, unless proof of separate insurance can be provided to the CDF technical team. **Extra-curricular projects that are not part of a Guild society must bring proof of insurance before a booking can be confirmed. The technical team can advise on where to get insurance.**

We do not charge for use of equipment (as we're not a hire company) but we require insurance to remove the financial risk if anything is damaged. Please understand we reserve the right to refuse any request for equipment if we feel this will disrupt any course-related activities, even if such activities have not yet requested equipment.

Please 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

The costume store is available primarily to Drama course-related work. There may be certain times of the year when it's possible to borrow items for other uses, but this is at the discretion of Michelle Yeates, the Wardrobe Technician. We cannot offer a costume hire facility to non-course groups. We may be able to provide small quantities of accessories / items for such events, and 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 student who withdrew it.

Further Enquiries

Please contact the Communications, Drama & Film technical team at cdftech@exeter.ac.uk

NB: Weekend emails will not be replied to – we only respond to emails during working hours (Monday to Friday 9am – 5pm) – please ensure you have planned your project well in advance.

You are welcome to visit the Technical office to discuss your use of Communications, Drama, Film resources. It is open from 9.30am – 5.30pm Monday to Friday. Technical staff are not available outside these times.

This is a draft document and may be subject to change.

The latest version is available at <https://drama.exeter.ac.uk/currentstudents/>

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