

Mediazone

RULES & REGULATIONS

Follow the Rules



UNIC | Mediazone

Respect the Equipment

DO

- Treat every piece of equipment as if it was your own. Use it, not abuse it!
- For any malfunctions Report it to the Technician or Lab Assistant on duty immediately
- If you are outside of the University please call: **22 841 754/594/591**

DO NOT

- Do not use force when operating the equipment
- Do not try to fix it yourself!

Under any circumstances

No eating or drinking or smoking or use of mobile phones

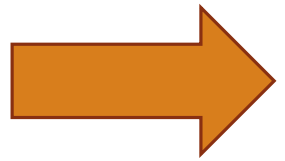


Behavior

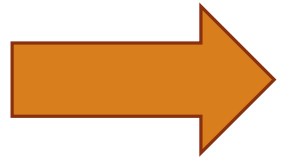
1. Be polite and courteous at all times
2. Respect your colleagues
3. Respect the work environment
4. Be quite around the studios. Entering Mediazone is like entering a silent area.



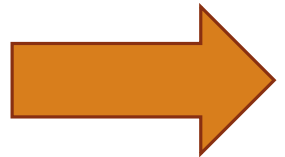
Reservations



Without a reservation we cannot guarantee that equipment will be available.



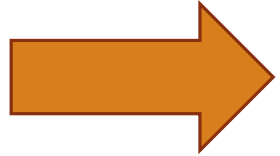
Online reservation will be required if equipment is available for online tracking purposes.



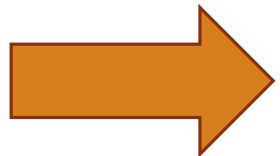
All facilities are available online in the Reservation system under Facilities.



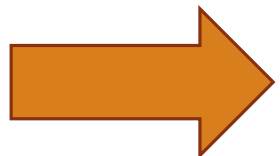
Reservations



NO reservations can be made over the phone.

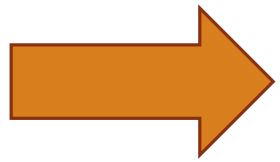


Mediazone cannot extend a reservation time when the student is late or does not show up.

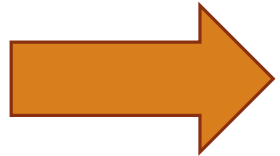


Time allocated for a class per week is determined with the cooperation of the instructor & not solely by Mediazone. The online system cannot accommodate any exceptions.

Closures



Students will not be allowed to borrow/lend or checkout any equipment during extended periods/days of any official public holidays or University of Nicosia campus closures.



The online notice for last day for equipment check in prior to University closures will be upheld, without exception.

Checking Out/Returning Equipment

 All equipment is on a five (5) day maximum lending system per calendar week

 One day is defined by Mediazone from 10:00am until 8:45pm.

 Equipment can be reserved one to five days.

 Students are not allowed to take any Mediazone equipment outside of the Republic of Cyprus

TV Studio Procedures



During class

All equipment requested that is taken outside of the studio by students for course work will follow the complete check out and check in process to ensure that all parts / inventory of the equipment is accounted for. This constitutes a check out.



After class

Equipment is required to be returned to the check out / check in desk.

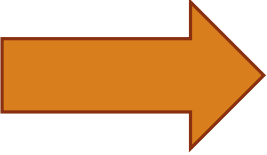
Photography Studio Procedures

Equipment



All equipment, computers and projectors should be powered off after each class is completed.

Lights / Other portable equipment



After work or class is completed, please ensure that all lights have cooled before attempting to put them away.

Have their barn doors closed

Have their cables wrapped and secured with the Velcro strip.

The light removed from the stand.

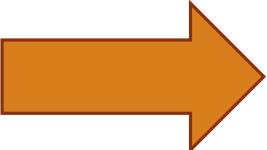
Be placed inside the designated storage space.

Photography Studio Procedures

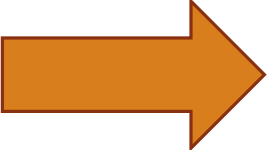
Bringing objects into the Photography Studio

- **All objects brought into the facility for photography purposes should be placed in the plastic bin provided. This bin will be emptied every semester (or if it becomes full) and anything in it will be discarded.**
- **All items outside this bin will be discarded daily when the facility is cleaned.**
- **All large items brought into the space will be discarded every two weeks, unless there is a written notice.**
- **The University/Administration does not assume any responsibility for items brought into the space, especially items of value which are strictly the responsibility of the owners.**
- **Overall tidying of the space should be done after every class, and Mediazone Lab Assistant may assist and ensure that the space is left as it was found ready for the next class.**

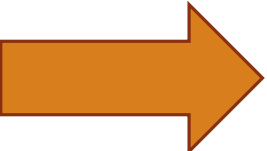
Cancellation



Any cancellations cannot be made less than 8 hours before the actual reservation and this can be done through the online Reservation system.



15 minutes plus or minus is not a ground for a penalty as long as the student contacts Mediazone, either in person or by phone, to inform about the need to cancel the reservation.



Confirmation of reasons in written form may be requested. It is under Mediazone discretion to allow cancellation and allocate a new time after examining the circumstances.

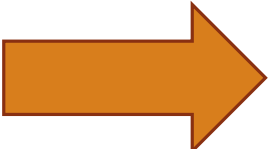
Inspection



All equipment is checked by the Lab Assistant on duty as it is checked out, as well as when it is checked in.



Lab Assistant staff will review the equipment with the student / borrower.



All equipment transfers must be handled through Mediazone, even when passing equipment on to Faculty for student in class use. Under no circumstances should equipment in the borrower's possession be loaned to any other person.



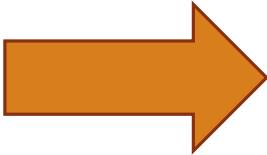
Mediazone personnel reserve the right to limit or deny the use of equipment depending on a person's borrowing history.



Damaged Equipment



Equipment is accepted only in the same condition as it was given out.



Students / borrowers are fully liable for all equipment lent out and will face maximum liability fees in cases of damaged equipment.

Thank you!