



Biola University Production Center Studio Reservation Form

1. Studio A and Studio B are available for use by CMA/JIM faculty and students at no charge for the completion of class projects. For projects not directly related to a class assignment, this form will need to be accompanied by a Learning Project Authorization form. All other uses are charged at the current rental rate. See Production Center Manager for a rate card.
2. The Production Center Manager maintains the master reservation calendar for the studios. Any conflicts in the scheduling are resolved by the master calendar.
3. Students may reserve Studio A or Studio B by completing the form below and submitting it to the Production Center Manager for approval. Once a request is approved, it will be added to the Production Center master calendar.
4. If you are assembling a set, a deposit of \$250 is required. I agree I will be charged throw away all items left in the studio after exit date. **All items left in studio after Exit Date on this form will be thrown away and dumpster fees will be assessed.** Dumpster fees are set at an additional \$30/3yd.
5. No dust-creating construction or spray painting is allowed in the Production Center.
6. Studio space must be cleaned and restored to its standard configuration when you are finished. Your deposit will be returned after an inspection by the Production Center Manager.

Requested Studio: Studio A Studio B

Name

Date and Time Needed (Include setup and strike time)

Class for which the studio is required

Professor's Name

Description of studio use: _____

Set Construction? Yes (\$250 deposit required) No

Exit Date

Estimated Dumpster QTY

Greenlight Number

Project Account Number

OFFICE USE ONLY

Approved

Denied

Signature of Production Center Manager for Approval

Date