

CURRENT:

3. Facilities Access Policy

CineVic offers access to in-house equipment for members during and after office hours. CineVic also offers rental space for use by members at discount member rates.

3.1 Members

Only members in good standing may access keys for after hours use. All members must abide by the following procedure for key privileges:

1. Sign out keys at least one day before event, during office hours and return keys within reasonable time period during office hours.
2. Signing out requires a signature on key waiver and on the separate key sign-out sheet along with a date expected to return keys.
3. Office staff must verify date that keys are returned, with initials on key waiver.

3.2 Board Members and Staff

All Board members and staff are required to sign the necessary waiver regarding responsibility and liability to CineVic if on the premises during non-office hours. Board members and staff follow same procedure as outlined for members.

PROPOSED:

3. Facilities Access Policy

CineVic offers access to in-house equipment for rental access by members only. CineVic also offers office/multipurpose space for use by members at discount member rates. There will be a \$15 per day charge for late key returns.

Only staff and members in good standing may access keys for after-hours use. All members and staff must abide by the following procedure for key privileges:

1. Arrange with CineVic staff to pick up keys at least one day before access is needed, and return keys on a specified date within one week after access.
2. Sign a key waiver form, including specified date for return of keys.
3. CineVic staff will verify and indicate the date that keys are returned on key waiver form.