!!!Hey!!!
Read This Whole Packet.
YOU’RE IN COLLEGE.
WE KNOW YOU CAN DO IT.

Ignorance is not a valid excuse. It is your responsibility to read and understand the following rules and regulations. You must know the rules to be able to rent equipment and facilities from the Kage.

You must fill out all contact information in its entirety to be eligible to rent.

Please respect the equipment and guidelines for a more enjoyable filmmaking process.
Thanks,
-The Kage.
UNIVERSITY OF COLORADO FILM STUDIES
THE KAGE
ATLAS 1811, 303-492-1533

EQUIPMENT RENTAL INFORMATION
HOURS:
Monday-Friday 10:00am to 2:45pm
Equipment Check-in 10:00 am to 12:00 pm
Equipment Check-out 12:00 pm to 2:45 pm

ARRIVE EARLY. PERSONS ARRIVING AT 2:45 PM BY OUR CLOCK WILL BE DENIED SERVICE AND SENT AWAY SAD AND GRUMPY.

ALL PERSONS WISHING TO DO BUSINESS MUST FILL OUT A PERSONAL INFORMATION/DISCLAIMER AND DO SO LEGIBLY.

NO CHECKS. CASH OR CREDIT CARD ONLY.

MINIMUM CHARGE ON A CREDIT CARD IS $100.
IF YOU DON'T HAVE THE CASH OR THE CREDIT ON YOUR ACCOUNT YOU CAN'T HAVE ANYTHING.

1. RENTAL
   A. A person must be currently enrolled in a film production class in order to rent equipment.
   B. Graduates and non-production students are not allowed to rent equipment or facilities.

2. EQUIPMENT
   A. All S8 cameras, video cameras and tripods can be reserved up to a week in advance at the rental desk. We recommend that you reserve in advance, since availability of equipment is limited.
   B. All 2500 students must reserve their cameras in class. You may not reserve anything without your instructor's approval.
   C. Equipment may not be rented for longer than 3 days in a row. Longer periods may be arranged by special permission for exceptional cases.
   D. Weekends count as 2 nights, not 3.
   E. All 4500 students must reserve equipment one week in advance. Equipment list is available at the Kage.

Check in and out times will be strictly enforced; this is a time consuming process that must be done carefully.

3. TERMS AND CONDITIONS
   A. All payments must be in cash, or by credit card ($100 minimum),
   B. NO CHECKS ACCEPTED.
   C. Rental fees and other charges must be paid when you pick up equipment or purchase supplies. NO CREDIT. NO LOANS. NO PAYING US BACK LATER.
   D. Keys must be returned the day after editing. You will be assessed late fees for keys held beyond the end of the editing time. 2 day maximum rental on all keys.

   Late Fees are $10 a day per key!!!

4. FINES, PENALTIES, AND RULES
   A. Late returns—returning equipment after 12:00 noon will result in late fees.
   B. Any equipment or keys not returned for more than a week will be reported to the police as stolen. If you have equipment checked out late or a negative balance on your account, your grades will be withheld until it is settled.
   C. Late fees are assessed for items not returned on time, late fees are 1 and 1/2 times the original rental amount and up depending on the item.
   D. No editing or building doors are to be propped open. $25.00 fine per violation. You will also be subject to losing access to the ATLAS building and further rental of equipment or facility use.
   E. Absolutely no food, drink, or pets allowed in the editing rooms, if you bring food, drinks, or animals into the editing rooms you will be banned.
   F. Editing hours on all types of equipment are now monitored by log sheets and checked by remote video cameras. Editing at times other than those signed up for is forbidden and can result in fines and/or denial of further access.
   G. Clean up after yourself. Your mother does not work here! We will find out who made the mess and charge fines and/or deny further access.
**EQUIPMENT LISTS ARE FOR ESTIMATES ONLY**
**PRICES AND AVAILABILITY ARE SUBJECT TO CHANGE; SEE THE KAGE TO CONFIRM CURRENT PRICES AND EQUIPMENT**

16MM EQUIPMENT AND EXPENDABLES

**CAMERAS:**
Bolex H16 Reflex (includes 3 prime lenses and light meter) $15.00 per day

**TRIPODS:**
Bogen fluid head $5.00 - 7.00 per day

**OTHER:**
Sekonic light meter $2.00 per day
Lowell Omni light kit $20.00 per day
Microphones $5.00 - 10.00 per day
Flash Recorder $10.00 - 12.00 per day

**EDITING:**
Steenbeck flatbed $3.50/hour

All Expendable Items are subject to 8.31% tax

**MATERIALS:**
16mm leader, black or white $0.10/ft
color scratch leader $0.25/ft.
academy leader $4.00/pass
16mm presstapes (40 singles per pkg) $3.00/package
grease pencil $1.00
sharpie (black or red) $1.00
cotton editing gloves $1.25
3" cores $0.75
2" cores $0.50
1" camera tape $15.00
¼" paper tape $4.00
2" Gaffers tape $15.00
Film to QuickTime Elmo Transfer $6.00/minute
Film to Quicktime Workprinter Transfer $9.00/minute
Kodak 7201 Vision2 50D Color Negative $28.00
Kodak 7207 Vision2 250D Color Negative $28.00
Kodak 7217 Vision2 200T Color Negative $28.00
Kodak 7219 Vision2 500T Color Negative $28.00
Kodak 7222 Double-X Black and White Negative $16.00
Kodak 7266 Tri-X Black and White Reversal $16.00
Kodak 7363 Hi-Con Print Stock 400' Load $40.00

4500 EQUIPMENT LISTS ARE AVAILABLE AT THE KAGE
VIDEO EQUIPMENT AND EXPENDABLES

CAMERAS:
MiniDV camcorder $10.00 – 50.00 per day

TRIPODS:
Bogen fluid head $5.00 - 7.00 per day

EDITING:
Final Cut Pro $5.00/hour
AVID Media Composer $5.00/hour
ProTools sound studio $5.00/hour

MATERIALS:
Sony Excellence/ Panasonic Mini DV tape - 60 min. $7.50
DVCAM - 40 min. $14.00
DVCAM - 64 min. $25.00
CD-R $ .60
DVD-R $ .75

SUPER 8 EQUIPMENT AND EXPENDABLES

CAMERAS:
S-8 cameras $6.00 to 20.00 per day

TRIPODS:
Bogen tripod $5.00 per day

LIGHTS:
clip lights $1.00 per day
Omni light kit $20.00 per day

All Expendable Items are subject to 8.31% tax

MATERIALS:
Tri-X B&W $10.00
Kodak 50D/ 200T/ 500T $13.00
Super8 Presstapes $2.50
S-8 white leader $ .10/ft
50’ reel $ .50
200’ reel $1.00
400’ reel $2.00

EDITING:
S-8 editing kit (you can take it home to edit) $5.00/day
S-8 edit room $.50/hour

Each locker should contain:
a. one S-8 editor
b. one take up reel
c. one splicer

If anything is missing, let us know immediately. Return each item to the proper locker and lock it when you leave. Do not switch any equipment from one locker to another or switch keys with another person. You are responsible for the locker and the key checked out to you.
**Note:** Color Super 8 film cannot be processed locally. Ask your instructor or the rental desk for information on where to send it and allow for the extra time it takes to get back from the lab.

**NEVER TAKE THE EQUIPMENT IN THE LOCKERS HOME. IT WILL IMMEDIATELY BE REPORTED AS STOLEN TO THE POLICE**

**DO NOT STEAL THE TAKE-UP REELS FROM THE LOCKERS OR THE PROJECTOR!!**

**RULES FOR EVERYBODY**

1. **Food and drink are not allowed** in the editing rooms.
2. If you bring music, whether for editing or otherwise, **you must use headphones**. You cannot disturb other people editing in the same room or adjacent offices.
3. Rooms must be left clean. **Film bits and other waste should be put in the trash bins when you leave.**
4. Report any problems you have or anything that you see wrong. If we are to fix problems, **we have to know about them.**

If you wish to simply view your film, whether S-8 or 16mm, there are viewing room keys available free of charge during equipment desk hours. **Unless they are returned late!!** You check them out and use them at whatever hour you find convenient.

**Keep in mind.**

**If you booked editing time, you bought it, whether you used it or not. If you rent a movie from Video Station and then don’t watch it, that’s your loss. Editing time is non-transferable. You buy it- you better use it, or be ready to buy it again.**

**If you are editing during time you did not book, you will be asked to turn in keys, charged for the extra time and may result in loss of access privileges**

**We do not provide batteries for any equipment, you must purchase and supply your own batteries.**

Keep this packet for your future reference of Kage policy. Remember: ignorance isn’t a valid excuse in film school or in life.