

Sammy Ofer School for Communications – Production Regulations Reichman University

The RU's Production Coordination Office (Adar Weissberg) oversees all equipment, studios, and editing rooms' reservations for the school.
Working hours: Room C207, Sunday-Thursday, 10:00-16:00
Tel: 09-9527691
Email: productions@idc.ac.il

Equipment Eligibility

Students may reserve video equipment for use in School of Communications' productions as part of course assignments or final projects. The equipment and studios cannot be used for any private projects outside the school.

The equipment made available to students will be determined based on course requirements and the students' training, as outlined by the school.

Students who have booked equipment and whose names appear on the order are responsible for maintaining and returning the equipment in full working order.

Reserving Equipment/Studios/Editing Rooms

Reserving equipment, studios, and editing rooms can only be made through the Ginger app.

Should the system malfunction, or in case of any access or reservation difficulty, please contact the RU's IT Department at helpdesk@idc.ac.il or 09-9522400. Please make sure to detail the problem, enclose a screenshot if possible, and leave your contact information, so that the helpdesk may reach you.

Should the problem persist, contact the Production Office productions@idc.ac.il to reserve equipment, studios and editing rooms.

Equipment Checkout Procedures

Equipment is assigned according to availability. Students are advised to reserve equipment as far ahead in advance as possible, and no less than 24 hours ahead of time.

1. **video equipment can be reserved for one day, to be picked up between 12:00 and 13:30 and returned the following morning between 09:00 and 10:30.** In special cases, and only providing special authorization, students may check out equipment for longer periods. Students seeking to reserve equipment for a period longer than one day must do so through the Production Coordination Office, productions@idc.ac.il, at least 24 hours in advance.

2. Students may reserve equipment for use over the weekend (Thursday-Sunday). Weekend equipment reservations cannot be extended, as they already entail a significantly longer rental time.
3. Students who need to reserve equipment for Sunday morning must do so by 16:00 Thursday.
4. Emails sent to the Production Coordination Office outside its working hours will be addressed the following day. Emails sent later than 16:00 Thursday will be addressed **only the following Sunday**, which is why requests to reserve or extend equipment for Sunday must be submitted by 16:00 Thursday. Requests to extend equipment rentals sent over the weekend will be automatically denied and students who are late in returning equipment will be fined **NIS 30 for every hour of delay**.
5. Equipment pick up hours are between 12:00 and 13:30.
6. Equipment return hours are between 09:00 and 10:30.
7. Students who reserved equipment and no longer need it must cancel their reservation no less than 24 hours ahead of time. To notify the Production Office of cancelations that take place less than 24 hours ahead of time, email productions@idc.ac.il.
8. Equipment must be returned on time. **Students who are late in returning equipment will be fined NIS 30 for every hour of delay.** Failing to return equipment on time undermines other students' ability to access equipment they need for class assignments, therefore preventing them from meeting their academic obligations!

Studios, Newsroom, Editing Rooms, and Radio Studios' Reservation Procedures

Studios are assigned according to availability. Students are advised to reserve studios/rooms as far ahead in advance as possible.

1. Teaching Assistants' presence in the editing rooms is conditioned to the student's reservation. In the absence of reservations, all labs will remain closed even during working hours.
2. Studios/rooms must be reserved no less than 24 hours in advanced.
3. The TV studio can be reserved according to available hours, as announced by the teaching assistants at the beginning of the semester. TV studios must be reserved no less than 24 hours in advance, by email to the Production Coordination office at productions@idc.ac.il.
4. Students who need to reserve studios for Sunday must do so by 16:00 Thursday.

I hereby confirm that I have read the Sammy Ofer School for Communications' Production Regulations, and that I will meet their requirements.

Name: _____ #ID: _____ Signature: _____

Date: _____