

DARC BOOKING PROTOCOL

Before your booking

- Renters must be active Extended Access members. Organizational members can book the space on a case-by-case basis if the project is approved by the Executive Director and/or Technical Manager.
- Submit a basic Production Schedule to tech@digitalartsresourcecentre.ca.
- DARC staff will pre-authorize the member credit card for \$300 or the appropriate damage deposit and will be charged the appropriate fees for time used upon collecting keys and the space is left in good (if not better) condition.

Access Key Pick up

To get their code and access card, a member must:

- Demonstrate to the technical department that they can completely and safely operate the Soundstage facility (e.g. previous workshops, scheduling a demo of the board, etc.)
- Return a signed contract and production schedule to tech@digitalartsresourcecentre.ca
- Accept a location release form
- Pay the appropriate deposit (can be done at time of pickup)

During your booking

- Members (and members of the booking party) must work with both doors closed and the 'on set' light on;
- Members (and members of the booking party) are not permitted to bring in any other non-DARC staff approved person onsite during their booking;
- Members (and members of the booking party) must clean the suite work surface and doorknob at the end of their booking (with provided cleaning supplies in the metal cabinet);
- DARC supplies emergency contact numbers for uOttawa and local police departments and hospitals. It is imperative that any injury or security threat on set is reported to DARC personnel as soon as possible;
- DARC members are responsible for arming the space with their code. Failure to do so could result in damage fees.