

# House Rules

## Crew

1. Client is to leave the studio in the same condition as it was found upon arrival:
  - Move all tables and chairs back to their original location
  - Place all equipment back in its proper place
  - Take out recycling and garbage to the provided bins
  - Remove all tape from the studio floor, walls, and tables
  - Any liquids are to be mopped up
2. The studio rep, neighboring businesses and other tenants are to be treated with respect. If you have an issue, please let the studio rep know and we will manage it. We have good working relationships with everyone and it's important to maintain them.
3. Follow all provincial health and safety guidelines
4. If a piece of equipment is found to be damaged, has been damaged during your shoot or is not functioning correctly please alert the studio rep – they can probably fix it, and if not, will need it taken out of circulation so it's not a hazard or a problem on set for yourself or the next crew.
5. A standard day is 13 hours long. The wrap time is when the last crew member leaves the building, and the studio rep can lock the doors. The studio rep is to be notified as soon as it's become evident that overtime will be needed so that the studio team can coordinate delayed cleaning, painting and prep for the next incoming job.
6. The studio waste disposal bins are not for Art department waste. If extra waste removal is required a waste pickup can be scheduled for your shoot in advance. If an extra pick up is not scheduled but the bin/s are filled with Art dept waste, the extra pick up will be billed to production.

# House Rules

## **Everyone - Crew & Studio Reps**

1. No Discrimination. Our spaces are safe, supportive, and positive environments for everyone.
2. The studio rep is not a security officer. No form of aggression or violence will be tolerated, the studio rep has the right and authority to ask anyone acting aggressively to leave the studio, if the situation persists or escalates the studio rep is required to call the authorities.
3. Our staff, clients, studios, and equipment are to always be treated with respect and care.
4. No recreational drugs & no excessive drinking on the studio premises & no smoking tobacco or marijuana is permitted.

## **Studio Reps**

1. The studio rep is to open the studio/s and all supporting spaces prior to client call time.
2. The studio rep is charged with helping members of production get oriented and settled in, this includes parking, WIFI, power, etc.
3. The studio rep is not part of the general cleaning crew but will help production with urgent cleaning needs if possible. The studio rep is responsible to a reasonable degree for the general cleanliness and appearance of the studio, this includes stocking washroom supplies and providing production with cleaning supplies, if needed for construction debris, water spills etc.
4. The studio rep can help with last minute request for gear by checking on availability and coordinating logistics but is not personally required to provide pick up or drop off equipment, they will help as much as they can.
5. The studio rep is responsible for ensuring that production returns the studios to the same condition as they were found.
6. The studio rep is required do a wrap inspection with the Production Manager to flag any issues to be rectified prior to crew's departure.