

1. PURPOSE

This policy ensures that the usage of the University Film Studio managed by the Multimedia Office, part of the ITS department, is consistent, fair, and available to individuals eligible to use this resource.

2. WHO IS AFFECTED BY THIS POLICY?

All AUP community members eligible to use the resources of the Film Studio as described in the **Eligibility** section of the policy.

3. POLICY STATEMENT

Film Studio Location, Hours, Access, and Availability

The AUP Film Studio is a multi-functional room that offers a range of equipment that can be configured to cater to the needs of audio, video or photo projects of current AUP students, Faculty and staff.

The Film Studio is located in room C-101, Combes building, first floor.

The Film Studio's open hours are based on the Combes building open hours and may be subject to change. Please check the building open hours at the Combes reception desk or [online](#) before placing your reservation. You can check the availability of the Film Studio at [Film Studio Calendar](#).

Physical access to the Film Studio room is controlled by University ID cards. Users may ask the ITS-Multimedia staff to open the door of the Film Studio for them or the staff at the Reception of the Combes building for the Film Studio access card upon showing proof of reservation approval issued by the ITS-Multimedia office.

Film Studio Equipment

The most updated list of equipment of the Film Studio is available on the [Film Studio Page](#) of the University public website.

Additional equipment may be requested and checked-out at the Multimedia Office during the usual equipment check-out session hours. That equipment is therefore submitted to the standard rules applying to all equipment checked out by the ITS-Multimedia Office staff. Please refer to the IT008EN policy concerning the rules applied to Multimedia Equipment use and loans.

Eligibility

The Multimedia Office manages and limits use of the Film Studio to cohorts who meet the requirements below. The Director of ITS must authorize any exceptions. The window for eligibility may vary from semester to semester. Be sure to consult the Multimedia office for specific dates of eligibility.

The following populations with a valid AUP ID card are eligible to use the AUP Film Studio

- Current Students attending classes
- Actively working AUP Faculty Members and Administrative Staff
- External guests are allowed up to one (1) maximum guest per reservation. Exceptions to that rule are possible for projects supervised by a professor and in the presence of that professor (e.g., class workshop). The AUP user who submitted a reservation to use the Film Studio is required to provide the AUP security services and the reception of the Combes building the name (first name, last name) of the guest. Guests are required to show a valid ID card to the reception upon arrival. Guests may be refused access to the Film Studio at the discretion of the staff of the Multimedia office.

It is understood and agreed on by all parties that external guests are allowed in only to assist or be part of the project of the AUP member who wishes to reserve the Film Studio. The Film Studio cannot be used for/by/to the benefit of the external guest(s).

Reservations on behalf of or to the benefit of non-AUP member(s) (including alumni) are not allowed. The Film Studio and its equipment cannot be used for commercial purposes, for-or behalf of- a commercial entity, or be rented to another party.

Animals are not allowed.

Priority

In order to provide understanding of the Multimedia resource allocation, the below guidelines explain the priority system regarding the access to the Film Studio, unless otherwise stated by the Director of ITS. Students and their professor/advisor should contact the ITS-Multimedia Office at the beginning of the semester should they plan on setting up a recurrent booking of the Film Studio.

- a) Priority is given in the following order: students, faculty, staff.
- b) Priority is given to academic projects over personal projects.
- c) Priority is given to reservations from students enrolled in any course based on completing video/audio/photo assignments, then to reservations from students registered in a directed study, a senior project or a project that require the use of the Film Studio. Then to reservations for special projects that do not fall into the above categories.
- d) Priority is given to faculty over students only if the professor's reservation involves an entire class (e.g., workshop) and if the professor's reservation is not recurrent.

Tour, Assistance and Set-up

Users can request a technical tour of the Film Studio as well as set-up and/or assistance if needed.

A technical tour of the Film Studio is mandatory since the move of the Studio to room C-101, in August 2026.

This request is part of the information users provide the ITS-Multimedia office through the [Film Studio Reservation Form](#).

The tour depends on the ITS-Multimedia office staff schedule and availability and the user's availability. Users are therefore advised to submit their request as early as possible.

The staff of the ITS-Multimedia office does not provide assistance throughout the entire length of the usage of the Film Studio. Assistance is to be understood as taking place during the phase of preparation, set-up and demonstration of the equipment of the Film Studio until the very beginning of the usage of the Film Studio.

Reservation Process

The requester is the person in charge and responsible for the booking of the Film Studio. The requester cannot reserve the Film Studio on behalf of another user.

Users are required to fill out the [Film Studio Reservation Form](#) to place their reservation prior to using the Film Studio.

The Film Studio cannot be used without a reservation approved in writing by the ITS-Multimedia Office's staff. Last minute requests may not be processed; reservations should be submitted ahead of time.

Any reservation remains in tentative status until the ITS-Multimedia Office has processed it and confirmed the availability of the Film Studio.

If the Film Studio is not available at the time and date chosen by the requester, or if it is the subject of a double booking, the ITS-Multimedia Office may contact all parties involved and propose another option.

Reservations are granted on a first come first served basis. Yet, consideration will be given to the status of the requester (student, professor, staff), the nature of the project (academic, personal) and the number of requests received at the time. Based on these elements, the ITS-Multimedia Office may contact users and modify the schedule of already processed reservations if necessary.

Cancellation on behalf of the user

Users wishing to cancel their reservation are required to notify the ITS-Multimedia Office at least 24 business hours prior to the Film Studio scheduled activity.

A temporary suspension of usage privileges may apply after three last minute cancellations or non-notified cancellations. Such suspension cannot be less than a week and more than a month unless exceptional circumstances.

Cancellation on behalf of the ITS-Multimedia Office

If a reservation is cancelled by the ITS-Multimedia Office staff, an alternate solution will be proposed to the user.

The Film Studio may not be available to users-possibly for an extended period of time-should exceptional circumstances arise. Users are then invited to contact the ITS-Multimedia Office should they still want to use the Film Studio during that time. Alternative solutions may be proposed.

Responsibilities of the user

The nature of the projects taking place in the Film Studio falls under the code of conduct of AUP. Students must uphold the institution's standards and integrity as an educational community by following the Student Code of Conduct and any AUP policy.

The user who reserved the Film Studio is considered fully responsible for the equipment in the Film Studio, the condition of the Film Studio during the time of usage, the nature of the work taking place, the behavior of all participants during the time of usage and, of course, the observance of the reservation process.

The equipment is to be put in the place it was originally found and in the same condition.

The user is expected to immediately contact the ITS-Multimedia Office staff if anything happens during the time of usage of the Film Studio.

No food, drink, and/or pet, is allowed in the Film Studio.

Sanctions

Using the Film Studio without the approval of the ITS-Multimedia Office may lead to a suspension of usage privileges. Such suspension cannot be less than a week and more than a month unless exceptional circumstances.

A fine as well as a block on the user's account may apply if the equipment is damaged, broken, lost, stolen or even temporarily-taken away. Information on fines and blocks can be found in the Multimedia Equipment and Services Use Part 1 policy.

Appeal Process

Users have the possibility to appeal to any decision leading to sanctions (fine, block, suspension of usage privileges) and/or to the cancellation of a reservation. There is no appeal if the ITS-Multimedia Office staff proposed an alternate solution to a cancelled reservation (e.g., another time slot to a reservation when conflicting reservations occur).

Any appeal must be made in writing and should be sent to the ITS-Multimedia Office. If the ITS-Multimedia Office cannot solve the matter to the satisfaction of the user, the user will be invited to contact the Dean of Student Development. The Dean of Student Development may then decide on the course of action to take.

If an agreement could not be reached between the ITS-Multimedia Office and the Dean of Student Development, the Director of ITS will receive and review all related correspondence regarding the matter before making a final decision in collaboration with the Dean of Student Development.

At any time during the appeal process, the user, the Dean of Student Development and/or the Director of ITS may request the presence of the ITS-Multimedia Office staff.

4. POLICY APPLICATION RESPONSIBILITY

The ITS Multimedia Office and Director of Information Technology Services are responsible for the interpretation and administration of this policy.

5. DEFINITIONS

AUP

The American University of Paris

ITS	Department of Information Technology Services at AUP
University Community	Faculty, staff, students, and alumni of AUP, whether or not compensated for their services; persons performing research or engaging in work or study utilizing University resources or facilities; and other persons allowed access to University resources or facilities.
User	A person expressly authorized to use University information technology resources and associated services provided by AUP.
Multimedia Office	A subsection of the Department of ITS, the Multimedia Office provides equipment, guidance, and technical support for academic and multimedia projects. The Office is managed by the Classroom Technology and Multimedia Specialist.
Multimedia Services	ITS equipment, multimedia equipment, facilities, software licenses, etc. Provided by and managed by the Multimedia Office. Examples include: renting audio, video, and photo equipment, lights, and allocating Adobe licenses.

6. APPROVALS & HISTORY

Leadership Team approval on
Next review on

7. ISSUING OFFICE AND CONTACT

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