

## **Use of Ed Video's Space - Rental and Policies Information**

Ed Video's maintains space for members and staff to work independently or collaboratively on their video and media arts projects. **Space is available on a first-come-first-served basis, or can be booked by contacting staff to ensure availability.**

The studio features:

- High speed wifi
- Desks and bar-height workspaces
- Access to Ed Video's member-use computers (pending availability)
- Comfortable couches
- Kitchenette with fridge, microwave, toaster oven, etc.
- Folding tables and chairs
- 83" Television on mobile stand, with optional external speakers
- Seamless backdrops (Fees apply. Must not interfere with other uses of the space)
- Ed Video's Media Arts library

**Use of Ed Video's studio and workspace is only available to current members working in the field of video and media arts while in the space. This can be broadly interpreted, and includes grant writing, project development, editing, script writing, performance rehearsal, and more. The studio may not be used as a remote office/workspace for work unrelated to the field of video, media arts, or the user's general artistic or creative practice.**

Ed Video's equipment such as lights, cameras, stands, etc. must be booked separately to any use of the studio. Standard rental fees will apply.

After hours access may be granted to members in good standing who have been active with Ed Video for a minimum of four months. Before after hours access is granted members must complete a training session with Ed Video staff to ensure proper protocols are followed including opening and lock-up procedures.

The studio may be booked for private/exclusive use by members as an event space for performances, exhibitions, workshops, video/photo shoots, rehearsals, etc. outside of Ed Video's office hours at a rate of \$25/hour. Private use and bookings of the studio must be discussed with Ed Video staff, and availability will depend on Ed Video's other activities such as workshops, exhibitions, meetings, etc.

Please note that Ed Video staff maintains the working space in the studio and while they are often available to provide assistance or advice, members are asked to respect their time, space, and workload. If any staff have headphones/earphones on please do not disturb them unless absolutely necessary. Anything on staff members' desks should be considered to be personal belongings and not to be tampered with.

## **Codes of Conduct**

### ***Upkeep and cleanliness***

Ed Video staff strives to keep the space clean and tidy, but members and users of the space are expected to clean up after themselves, including returning furniture or resources to their original places after use. Members are expected to wash any dishes used, and clean any spills or messes created in the kitchenette. Use of any art supplies or materials that could stain or damage furniture or surfaces in the studio is forbidden without prior discussion with staff, and if allowed must be used with drop-cloths and on our plastic folding tables. If any damage occurs members must inform staff and may be subject to a cleaning/repair fee. Undisclosed damage or uncleaned messes may result in members losing access to the space, or in extreme cases revocation of membership.

### ***Noise***

As the studio is a shared space, members are expected to keep noise levels to a minimum. Conversations should be held using “indoor voices” and not cause disturbance to other users of the space. Absolutely no audio should be played without using headphones (some headphones may be available if you forgot to bring them), unless consent of other users of the space is granted.

### ***Food and Alcohol***

Members may consume food in the space, but are asked to be respectful of other users of the space while doing so. No food or drink is to be consumed while using Ed Video’s computers or other equipment. Any spills must be immediately cleaned. Cleaning materials are available in the kitchenette.

No alcohol is to be consumed on Ed Video premises without a Special Occasion Permit. If your booking involves consumption or sale of alcohol you must first consult Ed Video staff, and if approved purchase a SOP, display it on premises during your booking, and provide a copy to Ed Video staff.

### ***Guests***

Guests are welcome in the space, including children, so long as they are not disruptive to other users of the space. Members are deemed responsible for their guests, including their adherence to Ed Video’s code of conduct, adherence to codes of conduct for use of the studio, and for any damage or other issues that may arise during the guest’s presence in the space.

### ***Security***

Members using the space are expected to participate in maintaining the safety and security of the studio and the rest of Ed Video’s premises and facilities. Security cameras are present in Ed Videos facilities, and while they are not constantly monitored footage may be reviewed as needed. Members who have been granted after hours access will be provided with access and alarm codes to the shared space in 404 York Rd, as well as a private access code to Ed Video’s space. Members found providing any of these access or alarm codes to others will have their access to the space revoked immediately and may additionally have their membership revoked.