

STUDENT ACCESS TO FSD STUDIO PRECINCT GUIDELINES

Guideline Number:	FSD 1.03
Name of Guideline:	Student access to FSD Studio Precinct
Applicability:	FSD academic staff and students
Contact Person:	Discipline Lead – Film, Screen & Creative Media Technology & Teaching Support Manager
Guideline Status:	Approved
Date of approval:	01 September 2014
Date last amended:	17 January 2020
Date of next review:	31 December 2024
Related policies:	TEC 1.01 Student Acceptable Use of IT Facilities Policy

1. Overview:

The purpose of this guideline is to ensure that students and staff have access to the studio outside of standard teaching hours in a safe and appropriate manner.

All approvals can be requested via FSDsupport@bond.edu.au

2. Definitions

Visitor	Person not currently enrolled in a authorised production subject
ID Card	Active Student or Staff University ID Card
FITV	Film and Television

3. The Guidelines

These guidelines are in effect between 1800 and 0800 Monday to Friday and for 24 hours Saturday, Sunday and public holidays.

3.1. Access to Studio Precinct

- 3.1.1 Access via external doors is by activated ID card. All authorised cards are activated by security at the beginning of each semester with access disabled in week 14.
- 3.1.2 Each student is required to touch their ID card against a proximity reader at either entrance to the studio area. This is to be completed by each person as they enter the studio whether the door is unlocked or not.
- 3.1.3 A list of visitors must be emailed to Security and cc'd to FSD Support (FSDsupport@bond.edu.au) prior to entry. The email must indicate times in the studio and the authorised student escorting them.

- 3.1.4 Exiting the building between 7pm and 7am must be through the glass doors opposite the FSD Loan Store. Access to the inside of the building is for vending machines and amenities only.

3.2. Food & Drink

No food or drink (other than bottled water) is to be taken into any edit suite, audio suite or the TV Studio unless prior approval is obtained. The kitchen in the studio precinct is provided for your convenience.

3.3. Props and Furniture

3.3.1 All items in the kitchen must remain in the kitchen and may not be used as props or set dressing.

3.3.2 Furniture in the studio must not be relocated for any reason.

3.3.3 Any storage requirement can be requested through FSD Support.

3.4. Booking areas

3.4.1. Specific break out rooms and production areas can be booked by going to <http://fsdtechnology.bond.edu.au>, selecting room bookings and logging in with normal log in details. Rooms are available on a first come, first served basis.

3.4.2. Rooms must be left in neat and tidy condition with all rubbish removed or placed in bins provided.

3.5. Problems & Maintenance

3.5.1. All issues concerning the studio and equipment can be emailed through to FSD Support.

3.6. Security & Safety

3.6.1. Security can be contacted on 55951234 or dial 7 on an internal phone.

3.6.2. Secured doors must not be propped open under any circumstances.

3.6.3. Students must be able to produce their ID card at all times.

3.6.4. When you have a room booked, it is your responsibility to have Security lock the room prior to you leaving.

3.7. Vehicles

3.7.1. Vehicles can have access to the external doors as per the loan store guidelines. Access is for drop off or pick up of equipment only.

3.8. Consequences and review

3.8.1. Any unauthorised visitor will be removed from the studio along with the student granting them access. The student will then have their future access reviewed by the Discipline Lead – Film, Screen & Creative Media and the Technology and Teaching Support Manager.

3.8.2. All appeals will be handled as per the University Policies [Policies and forms | Bond University | Gold Coast, Queensland, Australia](#)

4. Related Procedures

4.1. TEC 1.01 Student Acceptable Use of IT Facilities Policy

4.2. FSD Loan Store Guidelines

5. Related Forms

Studio Area Guidelines are available from the FSD Loan Store and are updated each semester for students to sign.