

# Student Community Television Inc. (RMITV)

## Policy Directive

Policy Name:	SCT Inc. Edit Suite Hire
Date Authorised:	26/0/2018
Date Last Reviewed:	26/02/2019
Review Cycle:	Annual
Authorising Body:	Student Community Television Inc. Board
Responsible Party:	SCT Secretary
Related Department:	RMITV Productions

### SCT Inc. Edit Suite Hire Policy

#### Contact details:

Technical Manager: tech@rmitv.org

Content and Development Manager: content@rmitv.org

General Manager: manager@rmitv.org

#### Definitions:

SCT Inc. refers to Student Community Television Incorporated.

RMITV Edit Suite refers to RMITV Editing room, RMIT City Campus Building 57, Level 4, Room 25.

Editor refers to any individual using the Edit Suite.

Hirer refers to any persons making an Edit Suite booking.

ABN: 84 784 164 211

1. The SCT Inc. / RMITV Edit Suite shall be hired out in the following preference order; RMITV Productions, Paid Hires, RMITV Board & Management Team.
2. All Edit Suite bookings must be approved by a member of the RMITV Management Team.
  - 2.1 The RMITV edit suite may be hired during the office opening hours of 1pm - 6pm Monday - Friday.
  - 2.2 Producers with after hours access must still make a booking.
  - 2.3 RMITV Management Team members cannot book the Edit Suite on their own behalf. Another member of the Management Team must approve their booking.

3. All RMITV and Paid Edit Suite hires must be recorded by the Management Team member who made the booking using RMITV's invoicing software.
4. All Hirers must sign the Hire Agreement Form upon their first hire.
5. Damage to RMITV property must be reported to the RMITV Office immediately.
6. If technical support is required, the RMITV Technical Manager should be the first point of contact.
7. Edit Suite computers are regularly cleared of files. RMITV is not responsible for loss of work.
8. No RMITV property is to leave the Edit Suite. Any used items must be left in the condition they were found in.
9. Headphones are provided and must be used to avoid disturbing others.
10. Editors are expected to conduct themselves in a professional manner. Management Team Members hold the authority to ask non-complying editors to leave.
11. Editors are responsible for ensuring the RMITV Office is securely locked outside of office hours.
12. Failure to comply with the outlined procedures may result in a ban on Edit Suite bookings for a period of three months from the incident date at the discretion of the Technical Manager.  
  
**12.1** Decisions made under Article 12 may be appealed by application to the SCT Inc. Board through any Board Member.