



## STUDIO FACILITY & EQUIPMENT USE APPLICATION

Date of Application:	Date of Event:
<p>If the Applicant is an Individual (s) state: Applicant's Name and Address:</p> <p>Contact Telephone Number: Email Address:</p>	
<p>If the Applicant is an Organization or Group ("Organization"), state: Organization's Name and Address:</p> <p>Contact Telephone Number: Email Address:</p> <p>Whether the Organization is: (circle one)          (a) For-Profit    (b) Non-Profit          (c) Associated with the United Methodist Church and relationship: _____</p>	
<p>What is/are your need(s) (circle all that applies)?</p> <p style="margin-left: 40px;">(a) Podcast/voice recording <i>(Control room only)</i></p> <p style="margin-left: 40px;">(b) Video recording <i>(Studio room only)</i></p> <p style="margin-left: 40px;">(c) Music recording <i>(Control and studio rooms)</i></p>	
<p>Project Title/Description of Use:</p>          <p>Number of Persons to use the Studio:</p>	
<p>Requested date and time:</p>	

Additional Relevant Information:

**I, the undersigned, (individually (if applicable) or, on behalf of the Organization as an authorized representative), agree to abide by the Studio Facility & Equipment Use Rules which are attached to this Application.**

\_\_\_\_\_  
(Name of Organization; print)

By: \_\_\_\_\_  
(Organization representative signature)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
(Individual signature)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
(Name of Individual; print)



## STUDIO FACILITY & EQUIPMENT USE RULES

### General Conditions

1. Applicants may file a written request with the Greater New Jersey Annual Conference of the United Methodist Church (“GNJ”) for use of the Studio and for use of particular designated equipment associated with the Studio (the “Equipment”)(collectively, the “Use”) at GNJ’s Missions & Resource Center (“Facility”), 205 Jumping Brook Road, Neptune, N.J. (the “Property”) If the Application is accepted by GNJ then the Applicant and GNJ will enter into a Studio and Equipment Use Agreement (“Agreement”) for a specific time and date (“Scheduled Use”) whereby the Applicant (“User”) shall agree to the Use based on the terms and conditions of the Agreement which shall include compliance with all of the within Studio & Equipment Use Rules (“Rules”).

2. A Security Deposit of \$200.00 must be submitted to GNJ) at least two weeks prior to the Scheduled Use. This deposit will be returned if there is no damage to the Facility and Equipment and if there is no additional clean-up required by GNJ custodial staff.

3. All fees for the Use (“Fees”) shall be paid in full prior to the start of the Scheduled Use. If the full amount of the Fees has not been received by GNJ in advance of the Scheduled Use, then the User will be denied access to the Facility and Equipment.

4. GNJ Staff reserves the right to deny the Use of the Studio and Equipment, in its full discretion before or during the actual Use, for failure to strictly abide by the Rules.

5. In the Agreement to be signed by the User, the User shall agree to indemnify and hold harmless GNJ, its employees, agents and the like against all losses, damages, expenses, and penalties arising from, related to, or connected with any action, on account of any injury to person, or property of any character, occasioned by the use of the Facility and the operation, handling, or transportation of the Equipment, or while the Equipment is in the possession or control of the User. The User shall also agree to abide by all local, state, and federal laws pertaining to the Use of the Facility and the Equipment and to exempt GNJ from any legal action resulting from the unlawful use of any of the Equipment.

### Studio/Facility/Equipment Usage

1. The following behaviors are strictly prohibited in the Studio, in the Facility and on the Property:
  - Drinking alcoholic beverages
  - Use of illegal drugs
  - Smoking
  - Gambling
  - Use of profanity
2. All minors in User’s Group (“Group”) must be supervised by an adult from the Group. Groups with minor children shall have at least one adult chaperone for every seven minors.

3. User's use may not be incorporated into obscene or pornographic material, and may not, in GNJ's sole opinion, be disparaging, defamatory, or libelous to any other person or entity.
4. The User shall limit its activities to the room or rooms which the User has been approved for. No fixtures or furnishings shall be removed from any other room without prior approval.
5. The User/Group shall act courteously towards other groups which may be using the Facility.
6. The User is responsible for turning off all lights and Equipment that was/were used and to adjust back the HVAC system at the conclusion of the use.

### **Parking**

1. Vehicles shall be parked only in designated areas on the Property. No parking on the grass or in fire lanes shall be permitted on the Property.
2. No vehicles shall be left on the Property overnight without prior written approval by the GNJ Staff.
3. No unauthorized trucks shall be allowed on the Property.

### **Clean-up**

1. The User shall leave its area as clean as or cleaner than it was found. Clean-up required by the GNJ custodial staff will be billed to the User at \$50.00/hour and deducted from the Security Deposit).
2. The User shall be responsible for any damage, beyond normal wear and tear, to the Facility. All fixtures and furnishings shall be returned to the location they were found.
3. Any damage (whether the fault of the User or a general maintenance problem) shall be reported to the GNJ Communications Staff immediately.

### **Advertisements and Signage**

1. No advertisement shall suggest sponsorship or endorsement by GNJ. The use of the GNJ or "United Methodist ("UM") name (except for directional purposes), symbols of UM and/or GNJ, or images of the Facility or Property are strictly prohibited in any advertisement of the User's Use.
2. The User is not permitted to place outdoor advertisement signs on the Property. Any interior signage shall be approved in advance by the GNJ Staff. Interior signage shall be temporary in nature, installed in such a manner that causes no damage to interior walls and finishes and shall be removed at the conclusion of the Use.

### **Equipment Rental Terms**

1. All Equipment is, and shall remain, the sole and exclusive property of GNJ. The User will have no right, title, or interest other than expressly set forth in the Agreement with GNJ.
2. GNJ makes no warranty, either expressed or implied, to any matter whatsoever, including the condition of the Equipment. GNJ make no guarantees of compatibility with any third party accessories, including any apps or phones used in the operation of the Equipment. Furthermore, GNJ will not absolve any of the User's costs or fees if the Equipment is rendered unusable by what is determined to be User Error. User Error will be defined as an ignorance pertaining to the usage of an item, or an item's features during the Use. GNJ shall not be responsible for any loss of data due to equipment malfunction or otherwise, or for the loss of any data that is stored on any rented media storage devices.
3. The User will return the Equipment to GNJ in good repair, condition, and general working order; ordinary wear and tear from proper use excepted. Ordinary wear and tear will be determined at the sole discretion of GNJ's Staff, based on reasonably common and ordinary

meanings of those terms. GNJ's acceptance of the Equipment upon delivery does not represent GNJ's determination as of the condition of the Equipment. GNJ reserves the right to accept Equipment upon return by the User, and make determinations regarding the condition of the Equipment within 7 (seven) days of receipt.

4. The User, upon acceptance of the Equipment, will assume and bear the entire risk of loss and/or damage to the Equipment from any and every cause, whatsoever. In the event of damage of any kind, whatsoever, to the Equipment, the User agrees to allow GNJ to charge and collect from the User, for the full cost of the repair of said damaged Equipment. The User reserves the right to choose the repair method and venue, within reasonable market value terms. The User agrees to be bound legally, and otherwise, by the report of GNJ's chosen repair venue, to the cause of the damage to the Equipment, and all costs associated with the repair. The User shall also be required to pay the lost rental income, as the result of the Equipment being returned in a non-rentable state, and shall continue to pay any lost rental income until the damaged Equipment is fully repaired, and able to be utilized again.

## STUDIO FACILITY & EQUIPMENT FEES

Rooms & Rates*			
	Personal/ For-Profit	Non-Profit/ Charitable	United Methodist Congregation
Control Room	\$75/hr	\$50/hr	Free up to 4 hours (\$50/addtl hr)
Studio Room	\$100/hr	\$75/hr	Free up to 4 hours (\$50/addtl hr)
Control & Studio	\$150/hr	\$100/hr	Free up to 4 hours (\$50/addtl hr)
<p>The Control Room includes:</p> <ul style="list-style-type: none"> <li>• Allen &amp; Heath QU24 Digital Mixer</li> <li>• 2x Rode Procasters on Rode PSA1 Studio Boom Arms</li> <li>• Necessary XLR cables and connections</li> <li>• Wi-Fi</li> </ul> <p>The Studio Room includes:</p> <ul style="list-style-type: none"> <li>• 18'x22' acoustic-treated production studio</li> <li>• Portable sets and Kino-flo pre-lit green screen wall</li> <li>• 16x XLR inputs into the Control Room mixer</li> <li>• Extension Cords, Power Strips</li> </ul>			
Additional Packages			
	Rate:	Includes:	
Lighting Package	\$100/half day (up to 4 hours)	<ul style="list-style-type: none"> <li>• Kino Flo Celeb 201 DMX LED Light Kit</li> <li>• Generay Dimmable LED Panels x2</li> <li>• Light Stands and C-stands</li> <li>• Westcott Reflector Kit 6-in-1 - 42"</li> </ul>	
4K Video Package	\$400/half day (up to 4 hours)	<ul style="list-style-type: none"> <li>• Sony FS5, 4K Cinema Camcorder</li> <li>• Sony FE PZ 28-135mm f/4 G OSS Lens</li> <li>• Manfrotto 504HD Tripod System</li> <li>• RodeLink Wireless Lavalier Kit</li> <li>• <b>iPad Teleprompter for addtl \$50/half day</b></li> </ul>	
iMac Computer	\$100/half day	<ul style="list-style-type: none"> <li>• iMac (Retina 5K, 27-inch, Late 2015)</li> <li>• Avid Pro Tools 12</li> </ul>	
D.P.	\$650/half day		
Camera Operator	\$300/half day		
Lighting Tech	\$300/half day		
Sound Tech (video)	\$300/half day		
Teleprompter Oprtr.	\$200/half day		
Runners/Gofers	\$20/hr		

- Above rates are for Mondays, Wednesdays, and Fridays 9am to 3pm. For Saturdays between 9am and 3pm, an additional \$50/hr will be charged.
- No equipment can leave the studio for any reason.
- "Half day" rates are up to 4 hours.