FACULTY OF FINE ARTS

RESEARCH POLICY:

USE OF SPACE, EQUIPMENT AND OTHER RESOURCES

Consolidated by FFA Research Office Sept. 2012
GENERAL GUIDELINES

1. Timing
   a. If you are submitting a grant proposal to support your project, please consult with the Research Officer during the grant writing stage. All of the following steps apply and must be completed prior to the submission of the grant application.
   b. **If you wish to use FFA space or equipment for a current project, whether funded or not, an MOU must be submitted to the Dean’s Office a minimum of 4 weeks prior to the start of the intended use.**
   c. Generally, two weeks are needed for the studio manager to create the MOU in addition to the four weeks needed for the Dean’s Office approval process. Some variations in timing exist depending on specific facilities or equipment. Please see relevant department policies (Appendices B to G) for more information about the use of specific facilities for research and creative activities. To facilitate the creation of the MOU, please use Appendix A: Use of Space Form. This information will help the studio manager prepare the MOU.

2. Talk
   Discuss your request with the relevant facility or studio manager and the Research Officer. For large-scale funding proposals that require building modifications, it will be necessary to speak with the FFA Facility Manager one year prior to the expected start date for the project. For other projects, the Studio Manager will be able to help you with the rental booking, completing the following steps and preparing the required MOU.

3. Insurance
   A certificate of insurance coverage is required if the activity for which you are using FFA space involves non-York participants, i.e. the participants are not York students, staff or faculty. In some cases waivers can be used. Consult the Studio Manager for more information about insurance coverage.

4. Health and Safety Regulations
   Specific Health and Safety Regulations must be followed. Please see Appendix G of the Standard Operating Procedures for FFA Space Use on the FFA Research Policy document. Appendix G must be signed and attached to the MOU for the use of any FFA space and/or equipment.

5. MOU
   The Memorandum of Agreement is created in collaboration with the studio manager for the use of FFA space and/or equipment. At times, the Research Officer or Director of Research may be involved. The MOU is included in all grant application packages, and a copy is kept on file in the FFA Research Office. Please sign the MOU before submission to the Dean’s Office. Sample MOUs are provided in Appendix H of the Research Policy for Use of Facilities Document.

6. Approvals
   MOUs for the use of FFA space must be submitted to the Executive Officer no less than four weeks prior to the start date of the intended use. The Dean and Executive Officer will adjudicate the application based upon whether the activity is strategic to the Faculty’s Research and Integrated Resource Plan, current use, planned initiatives, and resource impact (including availability of space). Upon adjudication, the Dean or designate will notify the requestor of their decision and copies of the signed MOU will be sent both to the applicant/researcher/faculty member and the Studio Manager.
Please select one of the following by marking an x in the appropriate box:

- Request for temporary spaces use for non-curricular special event/project/performance: Please complete Section A below

- Request for long term space assignment for funded or unfunded research project: Please complete Section B below

### SECTION A: Request for temporary spaces for non-curricular special event/project/performance

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<td>3rd Party Services (please detail):</td>
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<td>Participants (e.g. York students, non-York members):</td>
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<td>Special Requirements:</td>
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<td>Name of on-site Supervisor:</td>
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**SECTION B: Request for long term space assignment for funded or unfunded research projects**

- **Principal Investigator:**
- **Title of Research Project:**
- **Funding Agency:**
- **Scope of the project:**
- **Space requirements** (e.g. number of offices, square footage, blackouts, power requirements):
- **Duration of the project and need for space:**

**SECTION C: For all applicants**

- **Signature of the Requestor:**
- **Date:**
  
  DD/MM/YYYY

**STUDIO MANAGER USE**

- **Date Received:**
  
  DD/MM/YYYY
- **Date Discussed:**
  
  DD/MM/YYYY

- **Costs** (please include a description of the value in-kind contributions and costs to be recovered from requestor):

- **Notes or Comments or Considerations:**

- **Rationale:**
APPENDIX B
Computing Services Research Resources Policy

Support for all Fine Arts Researchers

All full-time faculty researchers receive a CRP (Computer Renewal Program) machine with configuration and maintenance support from FFA Computing. This computer can be replaced every three years. Faculty researchers also have access to York email, and the option of a simple website.

Default in-kind contribution of FFA Computing support for funded projects

In order to support faculty researchers, the Faculty will commit approximately ten FFA Computing staff member hours per funded research project (up to $500 in salary and benefits). This support can take the form of computer repair and configuration or assistance with the creation of web services and digital media production. In many cases this will be sufficient to launch and sustain a research/creation project. For grant application purposes, the $500 can be listed as an “in kind contribution” to demonstrate Faculty support of the research/creation activities.

Arranging for additional support

While ten hours of support may be sufficient for many projects, there are some that hinge on considerable computing resources and expert assistance. Please consult with the Director of FFA Computing (Tim Hampton, x31101, thampton@yorku.ca) to discuss the additional support and hardware/software that your project requires. The cost for these additional services can be paid from research cost centres (fund 500) or Professional Expense Reimbursement cost centres (fund 400). It is also highly recommended that these costs be included in the budget for grant proposals at the time of application.

Post award application for additional support

Ideally grant funded projects include at the time of application a budget allocation for any and all computing resources above and beyond the default in-kind contribution described above. In the event that the need for computing resources was not anticipated in the proposal or is needed for a project not funded through grant money, please consult with Tim Hampton so that he can prepare an application for support that will be evaluated by the Dean. Applications for enhanced support must be submitted to the Dean a minimum of four weeks prior to the project start date.
APPENDIX C
Performance Facilities Research Resources Policy

All full-time faculty researchers may reserve Fine Arts Performance Facility (FAPF) venues and studios for research projects. Requests for reservations for September 1 to August 31 may be made by email starting May 31. Reservation requests must be made by email at least 12 weeks in advance. The Rental Request form must be submitted within 11 weeks of the start of the reservation. The Reservations will be confirmed once the Rental Request form is received, an estimate is approved by the Principal Investigator and a Memorandum of Understanding (MOU) has been approved by the Dean. The Rental Request form is available at www.yorku.ca/perform under York University Clients.

DEFAULT IN-KIND CONTRIBUTION OF SUPPORT FOR FUNDED PROJECTS

**Facility Rental Fee:**

For grant application purposes, the waived Facility Rental Fee may be listed as an “in kind contribution” to demonstrate Faculty support of the research/creation activities. Please review Reservation Procedures and Rental Rates for York University Clients – Internal Clients (pdf) at www.yorku.ca/perform/rentals under York University Clients.

**Staff Technician Labour:**

In order to support faculty researchers, the Faculty will commit approximately ten FAPF staff member hours per funded research project (up to $500 in salary and benefits). For grant application purposes, the $500 can be listed as an “in kind contribution” to demonstrate Faculty support of the research/creation activities. Additional staff hours over and above the ten are available at a rate of $50 per hour.

**Chargeable Resources**

Some resources are billed for cost recovery purposes. These items include but are not limited to projectors and screens, intelligent lighting fixtures, fog and haze machines, dance floors, risers, media server, etc.

**Arranging for Additional Support**

Please consult with the General Manager, FAPF to discuss the additional support that your project requires. The cost for these additional services can be paid from research cost centres (fund 500) or Professional Expense Reimbursement cost centres (fund 400). These costs should be included in the budget for grant proposals at the time of application for funding.

**Post Award Application for Additional Support**

Ideally grant funded projects include at the time of application a budget allocation for any and all resources above and beyond the default in-kind contribution described above. In the event that the need for resources was not anticipated in the proposal or is needed for a project not funded through grant money, please consult with the General Manager, FAPF so that an application for support may be evaluated by the Dean. Applications must be submitted to the Dean four weeks prior to the project start date.
Other Considerations:

1. No technical areas are to be used without the support of appropriate technical staff. The funds to cover staff wages must be covered by the researcher, for example, using a research cost centre or other kinds of grant fund.

2. No equipment leaves the premises to be used at other sites.

3. Any use of space for rehearsals will need to have the principal investigator present.

4. For use of any and all Fine Arts facilities, a Certificate of Insurance that meets York University's criteria must be provided.

5. Students or employees hired by a researcher must be current students or employees of York University or must be covered under the researcher’s liability insurance.

6. Students and researchers using York University equipment must display competency on equipment (determined by record of training or competency test administered by York staff) or must receive training as laid out by York Health and Safety guidelines.

7. Students and researchers using York equipment must have Health and Safety training as laid out by York Health and Safety guidelines.

8. The Principal Investigator is responsible for any loss and damage to the facilities or equipment.

9. Academic scheduling of facilities and equipment will take priority over research activities.
Grant Application Support

1. The Dept. of Film Studio Manager will provide up to ten hours of administrative support (pricing, supplier quotes, budgeting, technical advice, MOU writing etc.) per grant application. Additional hours are available at $50/hour.

2. Researchers may budget the cost of film productions based on the use of Dept. of Film equipment using the film equipment rental price list on file in the FFA research office.

In-kind support

The Dean of Fine Arts will determine whether a research project is to be granted in-kind (no-charge) loan of Dept. of Film equipment. The research must be part of a professionally recognized project or program of work. An application for use of equipment and/or space along with a Memorandum of Understanding must be prepared in collaboration with the Dept. of Film Studio Manager and submitted to the Dean’s Office no later than six weeks prior to the proposed date for use of the facilities. The decision will be relayed directly to both the applicant and the Studio Manager. The maximum in-kind contribution available is $10,000 per faculty member per academic year.

Post Award Support

The Dept. of Film will oversee the receiving, inventoring, securing and maintenance of film, digital cinema and projection equipment purchased with research funds for an annual equipment maintenance fee of $5000. It is advised that this fee be included as a cost in grant proposal budgets.

Rental of digital cinema production equipment and post-production facilities

Researchers must reserve equipment minimally one week plus 30 days in advance provided:
   a) It is understood that students completing academic assignments will have priority access to equipment and facilities.
   b) There is staff available to provide technical support (to prepare and receive the production equipment; to set-up post-production facilities).
   c) The researcher is proficient on the equipment being rented. The Studio Manager will determine the proficiency of those using the equipment.
   d) Proof of insurance is provided to the Studio Manager.
   e) The researcher is an employee in the Faculty of Fine Arts.
   f) The researcher who makes use of the Department of Film facilities or equipment agrees to acknowledge the Department’s contribution in the credits of the production.
   g) The researcher agrees in writing to the price quoted by the Dept. of Film Studio Manager. York University General Accounting will complete the invoicing.
1. Researchers will be provided with up to ten hours of administrative support (pricing, supplier quotes, budgeting, technical advice, MOU writing etc.) per project. Excess hours will be billed at $50/hour.

2. Budgeting for use of space will be based on the Fine Arts Performance facilities costing sheet for spaces and staffing. Estimate will be included with MOU.

3. Final determination of whether or not a project is considered research will be made in the office of the Dean of Faculty of Fine Arts. Applications for use of space and a prepared MOU must be submitted to the Dean's Office at least 30 days prior to the start date for the use of the facilities.

4. Use of shops (wardrobe or carpentry) or theatre requires support of Fine Arts staff and will be billed to the researcher at the rate of $50/hour. The number of staff required to be present will be determined upon booking the facility. The MOU will provide the estimated costs for the booking.

5. No worker can be left to work alone in any shop or theatre. Use of any space by researcher for research requires full time attendance of either the researcher or a paid, appropriately trained technician during scheduled hours.

6. Equipment damaged during work being done by researcher or designate will be repaired or replaced at full cost to researcher.

7. Props and or costumes can be rented by researcher. Rentals must go through Wardrobe Rental Assistant. No lighting or sound equipment can be rented.

8. Insurance must be provided for use of any and all facilities.

9. Requests for use of facilities must be made in writing no later than 2 weeks plus 30 days prior to start of the event.

10. Students completing academic assignments will have priority access to equipment and facilities.

11. Students or employees hired by researcher must be current students or employees of York or must be covered under researcher’s liability insurance.

12. Students and researchers using York equipment must display competency on equipment (determined by record of training or competency test administered by York staff) or must receive training as laid out by York Health and Safety guidelines.

13. Students and researchers using York equipment must have Health and Safety training in accordance with York guidelines.

14. Researcher who makes use of the department’s facilities or equipment agrees to acknowledge the Department’s contribution in the credits of the production.
APPENDIX F
Department of Visual Arts Research Resources Policy

In-kind support
The Dean of Fine Arts will determine whether a research project is to be granted an in-kind (no-charge) loan of Dept. of Visual Arts’ equipment or space. The research must be part of a professionally recognized project or program of work. An application for use of equipment and/or space along with a Memorandum of Understanding must be prepared in collaboration with the Studio Manager and submitted to the Dean’s Office no later than four weeks prior to the proposed date for use of the facilities. The decision will be relayed directly to both the applicant and the Department of Visual Arts Studio Manager.

Research Project Support
• Researcher will be provided with up to ten hours in total of administrative support (pricing, supplier quotes, budgeting, technical advice, MOU writing etc.) per project. Excess hours will be billed at $50/hour.
• Requests for use of facilities must be made in writing no later than six weeks prior to start of project.
• Budgeting for use of space will be based on a fee of $100 per day (or part day) plus a lab fee (assessed per project) plus cost of staffing. Estimate will be included with MOU.
• Support of Fine Arts staff will be billed to the researcher at the rate of $50/hour.
• Researcher must pay for all consumable materials used either directly or indirectly for their project.
• In-kind computer software for use on researcher’s computer will be charged at original cost to department. The department will not provide illegal copies of software. If extra licenses are not available then the researcher must purchase licensed copies through software vendor.
• Use of any space by researcher for research requires full time attendance of researcher during scheduled hours. No worker can be left to work alone in any studio space.
• The researcher must be proficient on the equipment being rented or used. Equipment damaged during work being done by researcher or designate will be repaired or replaced at full cost to researcher.
• Insurance must be provided for use of any and all equipment and non-York hired staff. Proof of insurance is given to the Studio Manager.
• Students or employees hired by researcher must be current students or employees of York or must be covered under researcher’s liability insurance.
• Students, workers and researchers using York equipment must display competency on equipment (determined by record of training or competency test administered by York staff) or must receive training as per York Health and Safety guidelines.
• Students, workers and researchers using York equipment must have Health and Safety training as per York Health and Safety guidelines.
• Students completing academic assignments will have priority access to equipment and facilities. Researchers and those working under them are not guaranteed sole use of spaces.
• Researchers who make use of the department’s facilities or equipment agree to acknowledge the Department’s contribution.
APPENDIX G
INSURANCE AND HEALTH AND SAFETY COMPLIANCE
STANDARD OPERATING PROCEDURE

PURPOSE
These procedures are designed to provide the Faculty of Fine Arts (FFA) with instruction to ensure operational risk management compliance (e.g. insurance, health & safety) by FFA members using FFA facilities for non-curricular activities.

RESPONSIBILITY
This procedure is to be used by any department head and/or studio manager who have received an internal facilities use request. Temporary Use of Space procedures are to apply for any external requests.

DISTRIBUTION
Primary: All Managers
Secondary: Dean, Associate Deans, Chairs, Research Officer

TOOLS AND EQUIPMENT

RELATED MANUALS OR DOCUMENTS
- York University Temporary Use of Space Policy & Procedures: [http://www.yorku.ca/vpfa/tempspace.htm](http://www.yorku.ca/vpfa/tempspace.htm)
- Venue Rentals Fine Arts Performance Facilities: [http://www.yorku.ca/perform/rentals.htm](http://www.yorku.ca/perform/rentals.htm)

PROCEDURES:

1. General

1.1. A Memorandum of Understanding (MOU) is to be completed by the requestor and submitted to the applicable department head or studio manager (see Appendix A) which outlines the scope of the activity, and terms and conditions of the agreement.

1.2. Any service which is to be provided or activity conducted by a third party will require York University’s Certificate of Insurance to be completed prior to the activity (see Appendix B). Also available online at:


   Services may include but are not limited to:

   1.2.1. Providing specialized training that a fee may be charged for;

   1.2.2. Research projects where the FFA Principal Investigator will not be in attendance in whole or part and is using a registered company or third party to deliver the activity and/or their participants are not affiliated with the university;
1.2.3. The certificate is to be provided by the third party and submitted to York's Risk Management Services along with a copy of the MOU. The third party is responsible for any costs incurred to provide the certificate and/or provide for necessary or additional coverage they may require.

1.3. Where participants are affiliated with the university, the standard waiver (see Appendix C) is to be completed by each participant and forwarded to the applicable department head or studio manager. In cases where participants are under the legal age parental consent is required, and when the activity is of physical nature additional waivers may be required e.g. Par Q, High Risk Sports Waiver.

2. Health and Safety

The Faculty has an obligation and/or duty of care for participants, as it does to employees and students, to provide a safe working environment. The sponsor becomes the “employer” and “supervisor” (as defined by the Ontario Occupational Health and Safety Act & Regulations) of the event. The sponsor shall:

2.1. Ensure participants are familiar with all University regulations and procedures which includes FFA procedures regarding occupational health and safety (including emergency response measures, and methods of reporting hazards and concerns);

2.2. Provide adequate training and safety equipment/protective measures as would be applicable for the department’s own employees;

2.3. Not expose participants to hazardous materials, tasks, or environments without appropriate training (i.e., hazard awareness and preventive measures);

2.4. Ensure the level of supervision is sufficient to ensure the participant is not exposed to any situation with which they are not familiar;

2.5. As external participants are not protected under York’s WSIB plan, the requestor should ensure also that volunteers are enrolled in a medical insurance plan (i.e., OHIP) or a similar private medical plan;

2.6. Complete the FFA Student/Visitor Injury Report for any accident occurred.

APPROVALS:

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REVISION HISTORY:

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Appendix H
Sample MOUs

(Sample 1)

Memorandum of Understanding

Please modify this MOU template as needed

To: Faculty Member making request

From: Dept of XX

Date:

Subject: Agreement for use of the X Facilities, (Faculty of Fine Arts)

Working Title of Projects:

Funding: SSHRC Grant? Arts Council? Other external award or self-funded?

1. **DATES/HOURS OF ACCESS:**

   Dates:

2. **DESCRIPTION OF FACILITIES TO BE RENTED:**

   • Bolex camera and lenses
   • RED Camera Kit including:
   • Prime Lenses
   • Tripod and Fluid Head
   • Dolly and track
   • 1 day in Studio CFT 130

3. **ACCESS TO FACILITIES and EQUIPMENT:**

   Access to facilities will be arranged by the Dept of Film Studio Manager.

4. **RENTAL FEE**

   Equipment is provided as an in-kind contribution of $10,000 as outlined below:
   • Camera and Grip Accessories $500/day for 19 days = $9500
   • One day of Studio rental = $500 March 27th

5. **CONDITIONS OF USE:**
The Participant will:

- be responsible for providing all supplies used during the term of this agreement;
- be responsible for the repair or replacement costs due to any damage of equipment caused by or resulting from the researcher's use of facilities or equipment. *(Replacement cost of equipment at itemized above $65,000)*
- comply with all rules, regulations, policies, procedures and guidelines of York University (sign attached Studio Contract)
- observe and comply with all occupational, environmental, health, fire and safety laws and bylaws.
- not interfere with or compromise the activities of other authorized occupants of the CFT building.
- **Report any facility issues and/or incidents to the technical staff and Studio Manager, immediately: Bill Byers ex 22197 (contact info of Studio Manager)**
  - Security Urgent Matters: ext 33333 or 416-736-5333
  - Non-Urgent: ext 58000 or 416-650-8000
  - Facilities Emergency ext 22401

6. **INSURANCE**

The Researcher will provide the Dept of Film Studio Manager with proof of their production insurance policy naming York University as the certificate holder.

7. **ACKNOWLEDGMENT OF SUPPORT**

The researcher agrees to acknowledge the support of York University Dept. of Film and Faculty of Fine Arts in their credits.

This contract will become null and void should any of the conditions be violated and can be revoked at any time without refund.

**Agreed to and accepted per York University:**

________________________________________________________________________
Barbara Sellers-Young
Dean, Faculty of Fine Arts

________________________________________________________________________
XX, Principle Researcher

________________________________________________________________________
Scott Forsyth
Chair, Department of Film
Memorandum of Understanding between XX & The Faculty of Fine Arts

Please modify this MOU template as needed

Date:

The Faculty of Fine Arts agrees to allow the XX research project the use of the Department of XX classroom, CFT 135 as a 3-D research laboratory.

Description of the Existing Facility:

CFT 135 is an 18 seat screening room, equipped with a 16X9 hi-gain Carada projection screen, Panasonic PTAE3000 High Definition 1080P projector, classroom Podium, an equipment rack with an OPPO OPDV971H 1080P multi region DVD player, MAC Mini with Final Cut Pro software installed, VHS Deck, Sony DVCAM Deck, SONY Sound system. There is a projection booth at rear of the room equipped with a 16MM Eiki Xenon Arc film projector.

Purchasing and Inventory Control of Equipment:

3-D Flic will be responsible for the purchasing and inventory of any equipment delivered to and installed in the CFT 135 screening room. Equipment purchased (or donated as in-kind) and installed in CFT 135 will become the property of the Centre for Vision Research at the end of the research project.

Installation of New Technologies & Maintenance Support:

The installation costs (labour and parts) of the new 3-D technologies projector will be the responsibility of 3D-Flic. The Department of Film studio technicians will maintain the existing Dept of Film equipment in the room. It is recognized that there is a need for the integration of the 3-D technology used by the researchers, with the existing equipment used by the Dept of Film such that the room can continue to be maintained as a teaching space and graduate seminar room. The Dept. of Film will allow the optimizing of the projection booth at the rear of the room for the installation of a 3-D projector and the locking up of 3-D glasses. Any ad-hoc use of the Dept of Film technicians (when their schedule permits) for installation of 3-D equipment will be billed at $30.00 per technician per hour.

Access and Scheduling:

Scheduling of CFT 135 will be administered by the Department of Film Studio Manager. Regularly scheduled use of CFT 135 by 3D Flic will not exceed 24 hours per week. Regularly scheduled use of CFT 135 by the Department of Film will not exceed 12 hours per week. Irregular use of the room may be scheduled on an ad hoc basis through the Studio Manager.
Value of In-Kind Support:

It is being projected that the room will be used at least twelve days per month for 3 years from September 1, 2010 – Sept 1, 2013 for a total of 432 days. The cost of the room is $100 per day. Total rental equivalent to $43,200 for 3 year. Administrative support provided by Dept of Film Studio Manager on average of 8 hours per month equivalent to $240 per month = $8640.

It is recognized that the total in-kind support from the Faculty of Fine Arts (Dept of Film) to the 3-D flic project for the maintenance and use of CFT 135 is $51,840.00 for a period of 3 years.

Review of Agreement:

This agreement to allow the use of the CFT 135 screening room by 3D Flic, will be reviewed in Sept 2011 by the 3D Flic principal researchers, Dean of Fine Arts, FFA Executive Officer, FFA Research Officer, Department of Film Chair and Department of Film Studio Manager.

________________________________________________
Date: _______________________
Barbara Sellers-Young
Dean, Faculty of Fine Arts

________________________________________________
Date: _______________________
Sally Smith
Project Lead

________________________________________________
Date: _______________________
John McCullough
Chair, Department of Film

Date of Effectiveness: _______________________________