

Video Production Studio Policy Agreement

Updated 11/26/2025

The Department of Communication and Journalism video production studio policy agreement form constitutes compliance with general procedures and standards regarding the use of the [video studio](#). This service allows different users (listed below) to utilize the space and equipment for educational purposes in a classroom setting. Exceptions can be made for personal or recreational use of the room at the discretion of the department.

Policy

The video studio is located at the Department of Communication and Journalism (C&J) in room 116. Every single user (even in groups) is required to check-in and check-out at the AV front desk in room 110. Never leave the studio room open, even when leaving momentarily; close the door when leaving, and check back in with the AV office staff to be let back in.

Users are responsible for any damage or theft to equipment while in the studio. Users will be charged accordingly based on the cost incurred by the Department of Communications and Journalism to repair the damage or to replace the equipment. Users will be financially responsible for any lost, stolen, or damaged equipment. The equipment costs range from \$200 to \$7,000.

Fees to use the podcast studio room range on a sliding scale, based on user type.

C&J Students, Faculty, Instructors, Staff	Free
Non-C&J UNM Students, Faculty, Instructors, Staff	\$5/hour
UNM HSC and other UNM-affiliated members (off Main Campus)	\$10/hour
Albuquerque Residents	\$20/hour

For C&J student users: if a class assignment requires using the studio with an individual not enrolled in the department, C&J users remain responsible for the use of the studio room and inquired costs from damage. C&J instructors may require C&J students to use the studio as part of the course.

Because content may be streamed and published online on behalf of the Department and University, profanity and vulgar language are not permitted during shooting. Food and drink are also not allowed in the room. Failure to abide to this rule will result in revoked studio privileges.

Procedure

Users are required to fill out and sign the **Multimedia Studio Policy Agreement** form to use the studio room (attached below). The form must be filled out each semester to confirm that the user has accepted the latest policies, terms, and conditions. Students enrolled in a C&J course that requires the use of the studio must have their form signed by their instructor before submission. Other users might require the signature of the AV office. Digitally signed forms can be emailed to video1@unm.edu, or uploaded to the “[Multimedia Studio Policy Agreement Upload](#)” link on the department’s website. Physically signed copies can be turned into the

AV office. Uploading forms online require UNM authentication; if a user is not UNM affiliated, they should either email their form or turn in a physical copy.

After the agreement form has been submitted, users who will operate the studio gear for a course or assignment, either for themselves or for a group, **must book, complete, and pass an assessment** prior to studio use on the department's website through [Microsoft Bookings](#). Only UNM NetID email accounts can book online; if a user is not UNM affiliated, they must contact the AV office and have staff schedule the assessment for them. The completion of the studio room assessment constitutes understanding of the studio equipment functions, and agreement to proper use of the room.

An assessment tests users on the operations of the studio's gear. Users should review instructional material found on our website prior to the assessment. Ensure you follow the instructions posted on the department's website to pass the assessment. Some help may be offered during the assessment, but it is not guaranteed.

Users may then book the studio room for sessions on the same website; only one person needs to book a session for themselves or for a group. Users must book 24 hours in advance. Failure to comply with these sets of instructions may deter use of the studio room.

[Eligibility](#)

The parties mentioned in 'Policy' are eligible to use the studio after following the instructions listed in 'Procedure'. Users become eligible at the instruction and agreement of this form.

[Hours](#)

Monday-Friday: 8:30 AM-4:30 PM

Saturday-Sunday: Closed

[Summer Hours \(If classes are offered\)](#)

Monday-Friday: 8:30 AM-4:30 PM

Saturday-Sunday: Closed

Closed during UNM Observed Holidays and adjusted hours the day after.

[Acceptable Equipment Use Policy](#)

This notice is intended to inform you about current use policies. The equipment in the studio belongs to the Department of Communication and Journalism at the University of New Mexico; it may only be used by Communication and Journalism students or students taking Communication and Journalism classes.

Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution.

The Department of Communication and Journalism reserves the right to monitor the use of this equipment to ensure allegations of misuse and/or abuse. Information stored electronically is subject to the New Mexico Inspection of Public Records Act and might also be made available to law enforcement agencies in response to a lawful request or order.

Multimedia Studio Room use privileges can be revoked if policy guidelines are violated.

Administrative Policies and Procedures Manual - Policy 2520: Accessing and Safeguarding Personally Identifiable and Controlled Information

<https://policy.unm.edu/university-policies/2000/2520.html>

Multimedia Studio Policy Agreement

I understand I am responsible for the use of the equipment in the live-stream studio at the Department of Communication and Journalism. I am financially and legally responsible for the use of this equipment and for and for any damage or loss that may occur while using the room. I understand that equipment in the room must be left as I found it. I understand that if any equipment is lost or damaged under my use of the room, my privileges may be suspended. I am aware of the consequences listed above if I do not comply with this policy.

If I do not accept any part of this statement, I understand that I am not allowed to use the podcast studio room belonging to the Department of Communication and Journalism.

Student Name:

Student ID #:

Student Email:

Student Phone Number:

Student Signature:

Date:

Class Title/Number and Term:

Instructor:

Instructor Signature:

Date:
