

Entry to Building:

1. **Sign-In:** All individuals entering RePAC facilities **must** sign in at the reception desk.
 - a. **Visitors/Show Guests:** All Visitors/Show Guests are to be given an ID lanyard, with the VISITOR badge inside the lanyard holder. Lanyards must be visible when within the building.
 - b. **Members:** All Members with studio or live production certification are to have their RePAC issued ID lanyard, with their RePAC ID badge inside the lanyard holder. Lanyards must be visible when within the building.
 - c. **Interns:** All Interns are to have their RePAC issued ID lanyard, with their RePAC ID badge inside the lanyard holder. Lanyards must be visible when within the building.
 - d. **Staff:** All Staff are to have their RePAC issued ID lanyard, with their RePAC ID badge inside the lanyard holder. Lanyards must be visible when within the building.
2. **Post Sign-In:** After signing in, the Visitor/Member will then make their way to their destination areas, as follows: Please note, ID badges are to be worn at ALL times while in the facility, excluding on-camera moments in the studios.
 - a. **Media Lab:** MultiMedia Center visitors must check in with a staff member to gain entry to the rooms
 - b. **Equipment Desk:** Visitors/Members for the Equipment desk are to only be allowed to pick up and drop off during the hours that the department is open. Any pick up/drop during off hours is to be the responsibility of the member, not of the staff member who receives the equipment
 - c. **Studios:** All visitors/guests for either studio must make their way to studio. All visitors/guests are to be instructed to wait in the Green Room, where their show hosts will know to look for them at show time.
 - d. **Staff Member:** If you allow access to a person looking to visit another staff member, you must call to that staff member and make sure of their availability BEFORE sending the person through the building to see them.

Facility Usage:

1. **Food/Drink:** Members may not bring food into the facility. All drinks must have a cover on them, and are restricted to non-production areas.
2. **Pre-Production Meetings:** Use of the facility is restricted to Production purposes only. No pre-production meetings, rehearsals, interviews, etc. are to be scheduled in waiting areas, conference room, Media Lab, or any other location inside of the building.
3. **Storage:** All member-owned set pieces are to be brought to the studio on the day of the production, and removed from the facility on the same day. Any set pieces, props, etc. that are left on the premises will be disposed of immediately, with no compensation given to the owner.
4. **Transportation Devices:** All bicycles, motorcycles, scooters, etc. are not allowed within the facility, without exception.
5. **Furniture:** Building furniture is not to be moved, and is **only** for usage in its designated area. Waiting room furniture may **not** be used inside the studios, nor are the editing/multimedia chairs to be taken out of their rooms.
6. **Kitchenette:** To be used by staff members/ interns only.
7. **Copier/Fax Machine Usage:** To be used by staff members/ interns only.
8. **Conference Room:** The conference room is for staff use only. The conference room may be rented for a fee. Contact the Operations Manager for rates and to arrange room rentals.
9. **Telephone Usage:** Telephones in the facility are not to be used by Members/Visitors without explicit permission by a Staff member.
10. **Posting of Materials:** Members may only post notices and announcements on the designated Message Board. Any materials improperly posted will be removed.

Trash/Recycling:

1. Trash must be disposed of in the proper receptacles. The details are as follows:
 - a. **Trash:** May be placed in any appropriate non-recycling receptacle.
 - b. **Recyclables:** To be placed in the appropriately labeled bins
 - c. **Cans/Bottles (together):** for recycling.
 - d. **Cardboard:** To be placed in the appropriately labeled bins for recycling
 - e. **Paper:** To be placed in the appropriately labeled bins for recycling.