

EXTRAORDINARY REQUESTS

An extraordinary request is any equipment or facility use that is outside the normal cage policies and procedures. Extraordinary requests must meet certain requirements and include specific information:

-Extraordinary requests will only be granted for currently enrolled students who are in good standing with the cage.

You may not use the equipment or facilities for personal endeavors.

Your request must be necessary to complete an assignment for class.

-PLAN AHEAD- your submission must be turned in NO LESS than 24 hours prior to the time of your request.

-All submissions must be typed.

-**List (in list form) the equipment you are requesting**, the **dates** and **time** you will be picking it up and returning it. (Equipment is subject to availability based on class use and or weekend reservations.)

-Provide proof that your request is for a class assignment by giving the name of your class, the instructor and a **detailed description of the assignment**. Your instructor must sign this in order for your request to be valid. Your instructor's signature does not guarantee approval – it is merely verification that your request is for an actual assignment.

-**Clearly** explain your need for this extraordinary request – What are the **circumstances of your project** that prohibit you from working within the normal cage policies and procedures?

- Submit completed submissions directly to a manager (do not leave it with a cage worker) no later than 24 hours prior to the time of your request.

Please Note:

Special Requests have been replaced by
EXTRAORDINARY REQUESTS

**IN SHORT - ANY REASON THAT IS NOT DIRECTLY
RELATED TO YOUR PROJECT / ASSIGNMENT IS
NOT CONSIDERED EXTRAORDINARY.**

Do not schedule projects or shoots at a time that
conflicts with the cage's schedule.

The cage schedule is set up to meet the needs of the
maximum amount of students – we cannot adjust our
schedule to accommodate an individual's – **YOU
MUST ADJUST YOUR SCHEDULE TO MEET
OURS!**

See our top ten unacceptable “special” reasons for needing
equipment outside of the cage schedule.