



Black Box Safety Guidelines for The University of Tampa *Revised February, 2013*

The Black Box is intended to serve as a large studio space accessible to students for the completion of class assignments and other projects. Due to the nature and volume of equipment contained within, the risk of accident or injury if due care and attention is not applied. The following guidelines are intended to ensure that we are able to continue to offer the space as an accessible resource to students and to keep all who use the space as safe as possible. Your safety is our primary concern.

- The Black Box is to be locked at all times that it is not in use. You may reserve the Black Box up to three weeks in advance by filling out the sign-up sheet in the Cage. A key to the Black Box will be available for check out from the Cage at the start of your reserved time. The key must be returned to the Cage at the end of your reserved time.

Failure to promptly return the key to the Cage staff upon vacating the Black Box will result in the suspension of checkout and reservation privileges for the remainder of the semester.

- You must leave the Black Box in the condition in which you found it. This should be clean, with all equipment put away or switched off (as appropriate) and all cabling stowed out of the way. If you find the Black Box to be in a disheveled state you must alert the Cage staff immediately.

When returning the key to the Cage you must wait while a member of Cage staff reviews and confirms that the Black Box has been left in a satisfactory condition.

- All lights on the grid and the control board must be switched off before leaving the Black Box.
- Under no circumstances are any students to make any adjustments or movement to the lights or wiring on the grid.

Movement of the lights may only be conducted by one of the following people:

Stephen Crompton
Corey George
Christopher Boulton

Anyone needing lights moved must arrange with the Media Production Coordinator for a qualified individual to make those adjustments at a convenient time, and also to ensure that in doing so the movement of said lights will not adversely affect the work plans of others using the Black Box Studio space.

A powered lift exists in the storage room at the back of the Black Box for the purpose of making adjustments at grid level. Only the aforementioned people are permitted to use the lift for any reason.

- The use of ladders in the Black Box is strictly prohibited. Only the lift is permissible for use to reach the lighting grid.
- Use of floor lighting is permitted and such lights are available from the Cage.
- If equipment appears broken or a bulb needs to be replaced, this must be brought to the attention of the Media Production Coordinator. Do not attempt to repair equipment yourself.
- No food and drink should be consumed in the Black Box.
- Do not run in the Black Box and be aware of your surrounding, including potential hazards such as floor-based cables.
- Clean up any spilled liquids promptly and, if substantial, report such problem to the Cage staff. Do not attempt to clean up liquids near an electrical source.
- Items in the Black Box Storage Room cannot be placed within three feet of the "Electrical Box". There is tape on the floor marking this 3 foot perimeter.
- Report any frayed wires or other safety concerns to the Media Production Coordinator as soon as possible.
- Power strips. Any power strips used must have a 15 amp circuit breaker. Only 1 power strip can be connected to an individual outlet. Do not, under any circumstances, connect a power strip to another power strip.

GENERAL NOTES ABOUT LIGHTS:

Use caution when handling lights and be aware of the heat they can generate. Prevent skin burns by not moving the light while it is switched on and leave it to cool down after switching it off. It is not unusual for a light to take around ten minutes to cool. Allot time for this in your production plans.

NEVER touch a quartz-halogen, tungsten or HMI bulb with your hands! Naturally occurring skin oils will adhere to the lamps, preventing heat from dissipating and causing the lamp to overheat, burn up and explode!