

BECA Facilities & Equipment Use Request Policy, 2022

The BECA department welcomes requests for events within our Marcus Hall spaces. Please keep in mind that in most cases, the attendance of an approved BECA supervisor is required. No food or drinks are permitted in labs or classrooms under any circumstances. No equipment or furniture may be removed or modified without prior consent. All rooms must be cleaned appropriately and returned to a normal and usual use arrangement after the event. Cleaning, supervisory, and rental fees may apply.

BECA Faculty or BECA Students

Please contact the Chair of FPPC (Facilities & Production Planning Committee) to request a proposal meeting. The current Chair of FPPC can be found by contacting the BECA office. Please submit your proposal in writing two weeks ahead of a planned meeting for Q&A. At the meeting, we will consider your request and try to provide a decision the same day. Urgent Requests will be considered on a case-by-case basis. If BECA faculty or staff is required for technical or other assistance, please indicate that in your proposal. Include in your proposal:

- Principal Requester
- Description of Project
- BECA Faculty Supervisor
- Facilities Requested
- Gear Requested
- BECA Class (if applicable)
- Crew Names & Class Affiliations (if applicable)

SF State Interdepartmental Requests

Please contact the Chair of FPPC (Facilities & Production Planning Committee) to request a proposal meeting. The current Chair of FPPC can be found by contacting the BECA office. Please submit your proposal in writing two weeks ahead of a planned meeting for Q&A. At the meeting, we will consider your request and try to provide a decision the same day. Urgent Requests will be considered on a case-by-case basis. If BECA faculty or staff is required for technical or other assistance, please indicate that in your proposal. Include in your proposal:

- Principal Requester
- Description of Project
- BECA Faculty Supervisor
- Facilities Requested
- Gear Requested

Outside Requests

BECA facilities and equipment are purchased and maintained primarily for the benefit of our students. Outside requests will be considered on a case-by-case basis. Rental fees may apply.

Please contact the Chair of FPPC to request a proposal meeting. The current Chair of FPPC can be found by contacting the BECA office. You should submit your request in writing at least two weeks ahead of your meeting. Outside productions in our facilities or use of our equipment may be

difficult during active semesters (Sept.-Dec. & Feb.-May). If BECA faculty or staff is required for technical or other assistance, please indicate that in your proposal, along with the following:

- Principal Requester
- Description of Project
- BECA Faculty Supervisor
- Facilities Requested
- Gear Requested