

Sheridan

CER

Central Equipment Room

STANDARDS AND PROCEDURES

September 2026



CER Location & Contact

In-person	Room C109
Email	EquipmentRoom@sheridancollege.ca
Phone	905-845-9430 x1512

*** We prefer to be emailed**

CER Hours of Operation

Mon-Fri 7:30 AM – 6:00 PM

Sat-Sun Closed

Open during Reading Week

Closed on Statutory Holidays

BFTV Rentals Support Teams

What are equipment “rentals”?

There are two distinct support groups...

① MEDIA PRODUCTIONS

- *Booking/reserving equipment, rooms*
- *All production planning – paperwork*

MediaProductions@sheridancollege.ca

② CENTRAL EQUIPMENT ROOM

- *Fulfill equipment rental requests*
- *Manage the distribution of and maintenance of all equipment to BFTV and 20 other programs*

EquipmentRoom@sheridancollege.ca

Types of Rentals

1. Productions and Assignments Rentals

- Submit Booking Form online, select from BFTV Equipment List
- Approved equip. is submitted to CER by Media Productions – rentals are then prepared beforehand by CER
- Any rental changes must be requested through Media Prod., not the CER

2. Walk-in Rentals / “Day-of” Rentals

- 1 kit max. with complimentary accessory (e.g., Sony a7Cii + tripod)
- 24 hours max. rental time, due back next day by noon, no extensions

Rental Pickups, On Set, and Returns

1. Equipment Pickup

- Be on time – SHOW A VALID ONECARD – work with one Rental Tech
- Person named on the rental must be present to pick up the rental
- Check the equipment prepared for you against the equipment list provided by CER* – open all cases and make sure that everything is accounted for before you leave the room.

* New: you will be asked to confirm all equipment & sign for it electronically

- Once you leave the room, you are responsible for the equipment. “I got it that way”, “I didn’t even open the case” is not acceptable reason for damage/loss
- Do all gear setup and testing outside of the CER after you have finished being checked out

Rental Pickups, On Set, and Returns

2. While on Shooting Location

- Problem with equipment → email Media Productions, CC the CER *
- Mark problem equipment cases with white tape and use a Sharpie to state the problem on the tape (do not use vague or unprofessional terms)
- If you are asked to return/exchange gear, be sure to return the entire kit, including the case, to the CER
- Be sure to point out problem equipment to the CER Tech when returning gear

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Rental Pickups, On Set, and Returns

3. Equipment Return

- Be on time or even a bit early for your check in – do not be late
- Person named on the rental must be present to return the rental and must be present for the duration of the check in
- Multiple crewmembers should assist with return
- Inform CER of any problem equipment
- Do not return soiled equipment and cases
- Be sure to return all unused/reusable items (tape, black wrap)
- All cords and cables must be free of tape and coiled CORRECTLY & NEATLY.

Rental Pickups, On Set, and Returns

Communication

- CER will communicate with students exclusively to their Sheridan email address

Training Records

- Access to equipment you are trained on only
- FAAD Waiver and Health & Safety Quiz must be completed successfully

Rental Terms & Conditions

Important policy reminders:

- The Renter is solely responsible for the equipment stated in the Rental Contract and must be present at the time of pick up and return
- The Renter will not hand off or share Sheridan equipment with other students or persons
- The Renter will not store rental equipment unattended in an unsecured location (e.g., cars)
- The Renter will report damaged, lost/stolen equipment immediately to their Sheridan Central Equipment Room
- The Renter may not travel internationally with any Sheridan equipment without explicit permission from Media Productions and the Associate Dean
- The Renter will use Sheridan equipment for curriculum-based assignments and projects only, and may not use equipment for personal projects
- If the Renter withdraws from a program or course all rental equipment in their name must be returned to Sheridan College as soon as possible

Thank you!

CER

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Web <https://equipmentroom.sheridanc.on.ca>