**CKPC Cinema i Standard Operations Procedure (SOP)**

**曹光彪書院太虛影院標準流程**

2019-08-15

Activities in CKPC Cinema i include:

* Movie shows organized by managers
* Group viewing by CKPC students - this will have the following rules
	+ A minimum of three students are needed. The maximum number is 18.
	+ The opening hours during the semester are: Monday to Thursday, 19:00-22:00; Saturday & Sunday, 09:00-23:00
	+ The group should first consider movies in the college movie list (https://ckpc.rc.umac.mo/movie-list/)
	+ Students must keep Cinema i clean and tidy

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| **Tasks** | **Steps and Descriptions** | **Person in charge**  |
| Movie shows | * Design a poster by the Thursday in the week before the show. Submit the poster to College Office for distribution.
* (Optional) Show a short (~ 5 min) education video before each show, such as themes on environmental, health, etc.
* Conduct group discussion to reflect on the movie after the show
* Take attendance using CKPC standardized method
* Turn off the A/V system and keep one A/C running at 25°Cin order to keep the humidity low
 | Managers |
| Training | * Show students how to turn on the A/V system with the turn key
* Describe the control box functions (screen + projector)
* Mention that if the system gets stuck, reset it by turning off then on
* Describe the rules (above) and procedure (below)
 | Managers |
| Usage by CKPC student group | * One CKPC student in the group makes reservation (online form is available at the CKPC security desk)
* The reserved time must be within the time slots listed above and may last up to four hours
* If the reserved time conflicts with a previous reservation or a CKPC official activity, the new reservation is considered void.
* At the time of usage, all three students shall appear at the security desk and sign in online. They shall also deposit their student IDs with the security guard.
* After use, turn off the A/V system and keep one A/C running at 25°C
 | CKPC student group |

**CKPC** **Cinema i Management Agreement**

**曹光彪書院太虛影院管理協議書**

2019-08-15

With this agreement, CKPC delegates management responsibility of Cinema i (W21-1018) to the managers listed below, under the following terms:

* CKPC grants door access to the managers for one year (ending 31 May)
* Managers shall not share student ID cards with others
* Managers are responsible for equipment usage and A/C setting (25°C)
* Managers are responsible for DVDs and other media in Cinema i
* Managers shall clean up the room after each use

The undersigned acknowledge the above terms and understand any violation will result in revocation of door access and associated privileges.

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| Manager names & IDs | Signature | Date |
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