**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

|  |  |  |
| --- | --- | --- |
| **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.

|  |  |  |
| --- | --- | --- |
| Manager names & IDs | Signature | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |