



Access Policy

Table of contents

1. INTRODUCTION.....	2
2. ADMISSIBILITY	2
3. BOOKINGS AND RESERVATIONS	2
3.1. Responsibilities.....	2
3.2. Access conditions for bookings and reservations	3
3.3. Booking procedure	3
3.4. Modifications and cancellations	4
3.5. Reservation blocks.....	5
3.6. Weekly reservation.....	5
4. FILM EQUIPMENT RENTAL.....	6
4.1. Pickup and return	6
4.2. Minimum rental period	6
4.3. Rental fees payment	6
4.4. Late fees.....	6
4.5. Condition of rented equipment	6
4.6. In case of damage, theft or loss.....	6
4.7. Insurance.....	6
5. ACCESS TO POST-PRODUCTION FACILITIES AND EQUIPMENT.....	7
5.1. Choice of technician.....	7
5.2. Independent use or without a PRIM technician.....	7
5.3. Access outside of opening hours.....	7
5.4. Alarm system and electronic access card	7
5.5. Respect for the equipment and facilities.....	8
5.6. Respect for other users and staff	8
5.7. Guests.....	8
5.8. Waste management.....	8
5.9. Parking.....	8
5.10. Legality.....	9
5.11. Sanctions.....	9
6. BILLING AND PAYMENT.....	9



1. INTRODUCTION

PRIM is an artist center whose values are openness, creativity, sharing and engagement. PRIM members and users commit to respect these values. It is each and everyone's responsibility towards other users, collaborators and team members, to respect each other humanely and professionally. PRIM is a non-profit organization with relatively limited resources. It is essential that everyone can benefit equally. The purpose of this policy is to set certain ground rules regarding access to PRIM's services, premises and equipment.

2. ADMISSIBILITY

PRIM's membership and service admissibility policy takes precedence over the access policy regarding admissibility. PRIM users have the responsibility to acquaint themselves with the policy.

"PRIM's equipment, infrastructure and services are accessible to any artist, creative organization or artist collective undertaking the creation of an independent, research or experimental work, with a budget not exceeding \$3.5M.

Professional arts organizations and community organizations are eligible for the creation of projects serving exclusively to directly achieve the mission of their corporation."

In order to facilitate the reading of the access policy, it is understood that the natural or legal persons eligible for PRIM's services will be identified in this document as being THE ARTIST.

3. BOOKINGS AND RESERVATIONS

All new booking or service requests must be made with the Member Services Coordinator or the Project Manager. PRIM cannot guarantee that the reservation or the service requested will be possible.

3.1. Responsibilities

Bookings and service requests must be made exclusively by the artist carrying out the project or the representative of the organization or collective, whichever the case may be.

However, this responsibility can be transferred by the artist to his or her producer or to the post-production coordinator of his or her choice. This transfer of responsibility must be made in writing and sent by email to the Project Manager. During subsequent written communications, the artist must always be copied.

3.2. Access conditions for bookings and reservations

To book a service, room rental or reserve equipment, the artist must be a member in good standing and have no outstanding balance. The status of a member in good standing must remain active throughout the reservation process and during the use of the services.

If the artist is supported by PRIM as part of a support program, a residency or he or she receives a prize, the artist must also have signed his or her agreement with PRIM.

3.3. Booking procedure

3.3.1. Service requests

To book a service, room or reserve equipment, the artist must use the means of communication recommended by the PRIM team. Once the service request has been submitted, it will be pre-evaluated by PRIM. If PRIM can accept the request, the reservation will be entered in the calendar and the artist will be notified.

3.3.2. Confirmation

Four months from the reservation date, PRIM will contact the artist to confirm their booking. The artist could also be contacted for an early confirmation (see [3.3.3. Early confirmation](#)).

Barring exceptions, confirmation is accompanied by the payment of a security deposit (see [3.3.4 Security deposit](#)).

If an artist does not confirm the reservation when asked, the reserved slot will be released.

If the reservation takes place less than four months from the services requested, confirmation will be requested at the time of reservation.

3.3.3. Early confirmation

If another artist wishes to book dates already reserved, the artist who made the reservation first has priority. PRIM then contacts that artist to confirm the reservation, even if it is more than 3 months in advance.

If he or she does not confirm the reservation, the second artist who requested the dates must confirm immediately, even if it is more than 3 months in advance.

In the case of an early confirmation, it is the artist's responsibility to adequately assess their needs (services and timelines). PRIM cannot be held responsible in the event of a poor evaluation by the artist after confirmation.



3.3.4. Security deposit

Upon confirmation, a security deposit of \$500 (or the equivalent of the entire booking if its value is less than \$500) is requested from the artist who then has 48 hours to pay.

This security deposit is non-refundable but will be deducted from the first invoice generated for the services or rentals reserved, on the dates reserved.

The payment of the security deposit is applicable for each service or rental to be confirmed and for each separate reservation date.

It does not apply for reservations of two days or less, with the exception of DCP production services.

It also does not apply to film equipment reservations and two days or less studio rentals (see 4. Film equipment rental).

For reservation requests for free of charge services (residencies or awards), the deposit will not be claimed upon confirmation. If the artist does not respect his commitments once the reservation has been confirmed, an amount of \$1000 will be deducted from the amount allocated as part of his residency or from the award received.

3.3.5. Evaluation

It is the artist's responsibility to adequately assess the timeline and the services they wish to carry out at PRIM.

PRIM will nevertheless act as an advisor and make recommendations if necessary. Unless an early confirmation has required another artist to release dates (see [3.3.3. Early confirmation](#)), PRIM's evaluation will take place before the confirmation.

PRIM reserves the right to refuse to provide a service if the artist's request is considered by PRIM to be unrealistic for the requested service.

In any case, PRIM's evaluations and recommendations should never be considered as official quotes. It is the use of rooms, equipment and services that will be considered when invoicing.

3.4. Modifications and cancellations

3.4.1. Before the confirmation

Changes and cancellations before confirmation are permitted free of charge.

3.4.2. After the confirmation

In the event of a cancellation requested by the artist once the security deposit has been paid, it will be retained by PRIM as compensation.



A modification that has an impact on PRIM's schedule is considered a cancellation. The artist who requests such a modification will therefore lose his security deposit and a new reservation must be made, with, if necessary, a new confirmation accompanied by the payment of a new deposit.

If the cancellation or the modification impacting the calendar is requested by the artist with less than 72 hours notice before the start of the reservation, the security deposit will be retained by PRIM and a penalty equivalent to 50% of the booked services will be invoiced to the artist additionally.

3.4.3. Once the work has begun

Once the work has begun, the artist can do a partial cancellation free of charge, if this time represents less than 25% of the total reserved time. If the canceled time represents more than 25%, a penalty equivalent to 50% of the canceled services will be invoiced to the artist.

3.5. Reservation blocks

PRIM rooms and studios are available for rent in billable blocks of 4 hours. If exceeded, subject to availability, the first hour will be billed by the hour, after which PRIM will consider the rental as another block of 4 billable hours.

However, if the room or studio is reserved with a technician provided by PRIM, the rental will be billed by the hour, with a minimum period of 3 hours.

3.6. Weekly reservation

The weekly reservation applies for the rental of offline editing and digital art (VR) rooms without a PRIM technician.

An artist who wishes to book one of these rooms for more than 3 consecutive days must book the room on a weekly basis. He or she will then be able to use the room 24 hours a day from Monday to Friday and the rental will be invoiced for 40 hours of rental.

If the artist wishes and the room is available, he or she can also use the room at no additional cost on weekends. The artist who wants to benefit from this advantage must first check the availability with PRIM.

4. FILM EQUIPMENT RENTAL

4.1. Pickup and return

Equipment pick-up is from Monday to Friday, by appointment, between 10 a.m. and 4:30 p.m. Equipment return is from Monday to Friday, from 9 a.m. to 5 p.m.

For “weekend” rentals, equipment pick-up is on Friday between 3 p.m. and 4:30 p.m. and return on Monday between 9 a.m. and 12 p.m.

No pickup or return of equipment is possible on days when the center is closed (weekends, holidays, vacations).

4.2. Minimum rental period

The minimum rate charged for any film equipment rental is one day. The rental period starts at the time that the equipment was booked for, regardless of the time at which the equipment is actually picked up.

4.3. Rental fees payment

All film equipment rental fees are payable upon the collection of the equipment. Failure to pay rental fees may result in the cancellation of the rental.

4.4. Late fees

Any equipment returned late will be charged for an additional day's rental.

4.5. Condition of rented equipment

Members are responsible for verifying the proper functioning of the rented equipment and agree to return it in the same condition as when it was picked up.

4.6. In case of damage, theft or loss

As soon as possible, the artist or their representative must notify the Member Services Coordinator of any theft, loss or damage to the equipment. No one is authorized to repair or modify the rented equipment without prior authorization from PRIM.

4.7. Insurance

The artist is responsible for adequately insuring the rented equipment. Proof of insurance must be provided to PRIM no later than 3 days before the start of the rental.

5. ACCESS TO POST-PRODUCTION FACILITIES AND EQUIPMENT

5.1. Choice of technician

The artist can use PRIM's equipment on their own (independently), with a technician provided by PRIM (employee or freelancer) or with any other technician of their choice.

5.2. Independent use or without a PRIM technician

5.2.1. Liabilities

In the event that the artist uses the equipment independently or with a technician other than those provided by PRIM, PRIM is not responsible for any misuse of the equipment and any expense incurred by it will be at the expense of the artist.

5.2.2. Rental Rates

An artist renting a room or studio without a PRIM technician is not eligible for the discounted rates offered through a support program and will only have access to the member rate (-50%).

Exception: If no PRIM technician is available or if the artist uses the equipment alone, without a technician, they may then qualify for the discounts provided by the support programs.

The availability of PRIM technicians and the applicable rate are determined at the time of booking confirmation.

5.3. Access outside of opening hours

The facilities may be accessible outside the opening hours of the center for members and their technicians. All responsibilities arising from this access outside of regular opening hours fall solely on the member artist.

To benefit from this privilege, the member must make a request to the Member Services Coordinator. PRIM reserves the right to refuse this access.

No technical support is offered outside opening hours or during the center's holiday periods.

For security and insurance reasons, when leaving the center, the member is responsible for locking the space he has used using an electronic access card. A penalty of \$50 will be charged to the account of the artist who does not lock the door of his room after its use.

5.4. Alarm system and electronic access card

An electronic access card and a code for the alarm system are required to access the center outside opening hours.



A \$5 deposit is required from users to whom PRIM lends an access chip. This deposit will be refunded when the user returns the chip to PRIM at the end of its use.

A complete procedure will be provided to members before access no later than the same day of use before 4:00 p.m.

Artists who use the center outside opening hours are responsible for ensuring that no one is left in the center when they leave and for arming the alarm system. A penalty of \$100 will be charged to the account of the artist who triggers the alarm outside opening hours or who forgets to arm the system when leaving the center.

5.5. Respect for the equipment and facilities

It is strictly forbidden to eat, smoke or vape inside the work rooms. The users of the center are responsible for the condition of the venue and must leave the premises, equipment and facilities in the state in which they found them.

If the dishes are used, users are responsible for washing and storing them.

If using the shower, users should bring their own soap and towels. Personal effects and damp towels must be placed in the wardrobe provided for this purpose in front of the shower.

During the winter, users are asked to remove their boots to move around the center.

5.6. Respect for other users and staff

All PRIM users and staff are worthy of working in a healthy environment, free from discrimination and harassment in any form. Therefore, no form of harassment will be tolerated.

PRIM provides member services and a work environment that promotes greater diversity, inclusion, equity and accessibility.

5.7. Guests

When an artist reserves a space for a training, a screening or for any other activity that external people will attend, the artist is responsible for his guests. It is his responsibility to make them aware of the various regulations of this policy and to enforce them.

5.8. Waste management

In the interest of good management of residual waste, PRIM encourages users of the center to properly use the recycling and composting bins.

5.9. Parking



Parking adjacent to the building is available free of charge to PRIM users. They must notify the Member Services Coordinator, indicating the model of the vehicle and its license plate. Unauthorized vehicles may be removed from the parking lot without notice. Towing costs, if any, are the responsibility of the vehicle owner.

In the event of theft or damage to a vehicle using the parking lot, PRIM cannot be held responsible for the loss and damage caused.

No dumping of rubbish will be tolerated.

5.10. Legality

When working at the PRIM center or with PRIM equipment, the artist agrees to comply with any law, regulation or ordinance in force.

5.11. Sanctions

A user who does not comply with this access policy could be prohibited from accessing the facilities for a period of 6 months. In the event of a repeat offence, the Board of Directors could be called upon in order to determine more severe sanctions which may go as far as complete exclusion.

6. BILLING AND PAYMENT

All invoices issued by PRIM are payable upon receipt.

PRIM accepts payment by credit and debit card, interac transfer and check.

PRIM reserves the right to collect the amounts billed at the time of service usage.

All project deliverables are payable in full upon pick-up.

In the event of a delay of more than 30 days, PRIM reserves the right to charge interest of 1.5% per month and to suspend the service and access to the rooms and equipment until the outstanding account is settled.