

FILM DEPARTMENT EQUIPMENT

POLICIES AND PROCEDURES

2017 / 2018

**FILM AND ANIMATION  
DEPARTMENT INFORMATION**

Chairman: Reeves Lehmann

Director of Operations: Salvatore Petrosino

Assistant to the Chair: Heather Freudenthal

SVA Film and Animation Department Chair’s Office

212.592.2180

209 E. 23rd St. / Room 500

New York, NY 10010

Film/Video Production Office

212.592.2190

209 E. 23rd St. / 4h Floor

New York, NY 10010

Hours:

Mon. – Thurs. 8:00 A.M. – 10:00 P.M.

Fri.: 8:00 A.M. – 7:00 P.M.

Saturday: 10:00AM-5:00PM

Sun.: CLOSED

**Department Contact Information**

Name Title Phone E-mail Location

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| --- | --- | --- | --- | --- |
| **Michael Del Vecchio** | **Prod. Office Manager** | 212.592.2184 | mdelveccho@sva.edu | 4th Floor |
| **Ian Hoban** | **Prod. Office Day Tech** | 212.592.2190 | ihoban@sva.edu | 4th Floor |
| **Rob Moore** | **Prod. Office Day Tech.** | 212.592.2190 | rmoore9@sva.edu | 4th Floor |
| **Roxanne Miller** | **Reservations Coordinator** | 212.592.2183 | rmiller11@sva.edu | 4th Floor |
| **Hector Herrera** | **Evening / Studio Supervisor** | 212.592.2190 | hherrera@sva.edu | 4th Floor |
| **Angela Vaut** | **Film Librarian** | 212.592.2193 | avaut@sva.edu | 4th Floor |
| **Tien-Li Wu** | **Avid Lab Manager** | 212.592.2270 | twu@sva.edu | 3rd Floor |
| **Lucas Wein Kim** | **AVID Lab Support** | 212.592.2237 | lwein@sva.edu | 3rd Floor |
| **Kamil Dobrowolski** | **FCP Lab Manager** | 212.592.2285 | kdobrowolski@sva.edu | 5th Floor |
| **Luis Negron** | **Film/Video Repair Manager** | 212.592.2192 | lnegron@sva.edu | 3rd Floor |
| **Angel Beltre** | **Film/Video Repair Assistant** | 212.592.2814 | abeltre@sva.edu | 3rd Floor |
| **Elvera Vilson** | **Academic Advisor** | 212.592.2191 | evilson@sva.edu | 5th Floor |
| **John M. Byrd** | **Academic Advisor** | 212.592.2276 | jmbyrd@sva.edu | 4th Floor |
| **John M. Mitchell** | **Casting Coordinator** | 212.592.2287 | jmmitchell@sva.edu | 6th Floor |
| **Mary Lee Grisanti** | **Website Director** | 212.592.2186 | maryleegrisanti@sva.ed | 5th Floor |
| **Mark Crowell** | **Website Coordinator** | 212.592.2186 | mcrowell@sva.edu | 5th Floor |

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| **FILM** |
| **EQUIPMENT & FACILITY ACCESS: FIRST YEAR** |

**First Year Equipment**

**CAMERA**

* **Canon C-100 Digital Camera Package**
* **Canon 7D DSLR Camera Package\*\***

**SOUND**

* **First Year Kit contains: Sennheiser ME-66 Shotgun Microphone**
* **Pair of Headphones, and a Boom Pole**
* **Sound Devices Mix Pre Compact Field Mixer**
* **Sound Devices 702T Recorder**
* **(optional) Sennheiser Wireless Microphone Kit**

**LIGHTING**

* **Lowel (500W) Omni Kit\*\***
* **Arri Open Face (1000W/650W), and Arri Fresnel (750W/650W) Light Kits\*\***
* **Matthews C-Vival Road Rags Grip Kit\*\*, and BOA Sandbags, Wheelchair (as dolly)**

**\*\*For additional information regarding equipment, please see the attached First Year Equipment form.**

**Checking Out Equipment**

**First year students have a choice of two checkout periods:**

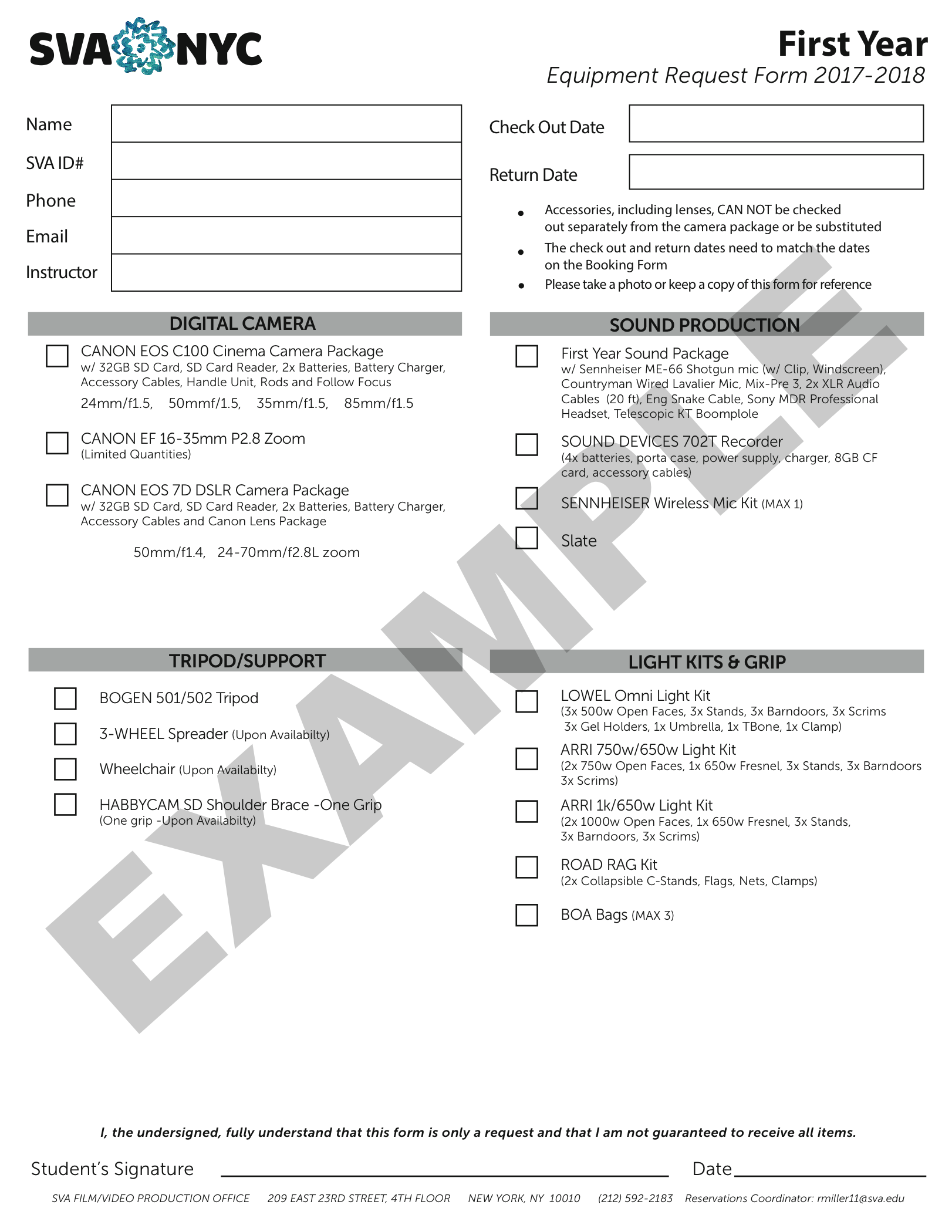
**PICKUP: Tuesdays between 9:00 A.M. and 6:00 P.M.**

**RETURN: Thursday by 1:00 P.M.**

**Or**

**PICKUP: Friday between 9:00 A.M. – 6:00 P.M.**

**RETURN: Monday by 1:00 P.M.**



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| **FILM** |
| **EQUIPMENT & FACILITY ACCESS: SECOND YEAR** |

**First Year Equipment**

**CAMERA**

* Sony PMW-F3 Super 35mm Camera Package\*\*
* Sony NEX-FS100 Camera Package\*\*
* Arri SR I 16mm Film Camera Package\*\*
* Habby Cam Shoulder Mount Brace

**SOUND**

* Second Year Kit contains: 416 Shotgun Microphone, and Rycote softie
* Sound Devices 302 Mixer
* (2) 20’ XLR Cables, and 1 Breakaway Cable
* Pair of Headphones, and a Boom pole
* Sound Devices 702T Flash Recorder
* Sennheiser Wireless Microphone Kit

**LIGHTING**

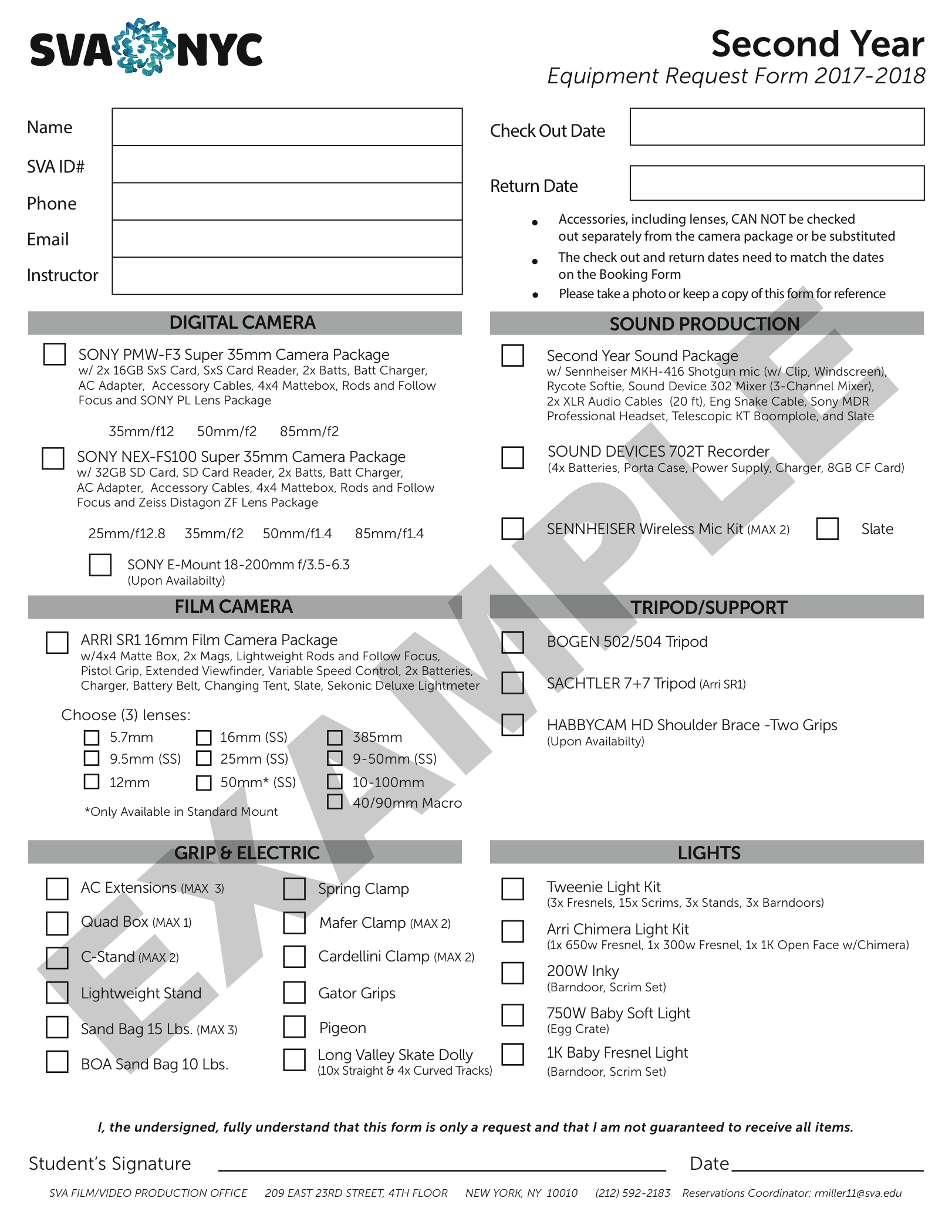
* Arri Fresnal / Chimera Lighting Kit
* Mole Richardson Tweenie Kit
* Skateboard Dolly and track
* Mole Richardson lighting fixtures (Inkys, 1K Fresnels & 1K Soft lights only)\*\*\*

\*\*For additional information regarding equipment, please see the attached Second Year Equipment form.

**Checking Out Equipment**

**PICKUP: Friday between 9:00 A.M. – 6:00 P.M.**

**RETURN: Tuesday by 3:00 P.M.**



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| **FILM** |
| **EQUIPMENT & FACILITY ACCESS: THIRD YEAR** |

**First Year Equipment**

**CAMERA**

* Sony NEX-FS700 HD Digital Video Camera Package w/ Zeiss Distagon lens kit\*\*
* Sony NEX-FS100 HD Digital Video Camera Package w/ Zeiss Distagon lens kit\*\*
* Sony A7sII E Mount Camera Package w/ Zeiss Loxia lens kit\*\*
* Arri SR II Super 16mm Camera Package w/ Zeiss PL Mount Lenses\*\*
* Convergent Design Odyssey 7q+ Recorder (limited quantities for Sony FS-700 only)
* Atomos Ninja Inferno Monitor / Recorder (limited quantities for Sony A7sII only)

**SOUND**

* Sound Devices 744T Recorder
* Sound Devices 442 Mixer (limited basis)
* Sennheiser Wireless Microphone Kit
* Lectrosonics Wireless Microphones 400 Series (Limited Basis)
* Sennheiser 416 Shotgun Microphone, and (optional) Zeppelin
* Third Year Sound package\*\*

**LIGHTING & GRIP**

* Desisti 1200K 2.5K HMI
* Desisti 2.5K HMI (Studio Use Only)
* Mole Richardson lighting fixtures\*\*\*
* Arrilites 300W and 650W fixtures
* Lowel Custom and Lowel Chimera DP Kits
* 1 and 2K Dimmers
* Lowel Sunguns
* Glidecam 4000 (Approval Required)\*\*\*
* Kino Flo Single Diva Kit
* Matthews wooden cucoloris / 18”x24" and Flag/Net Kits
* Matthews Doorway Dolly\*\*
* Jib Arm\*\*/ Assorted Gripware

***ATTENTION!! ALL DOLLY TRACK MUST BE WALKED DOWN AND UP THE STAIRS!!***

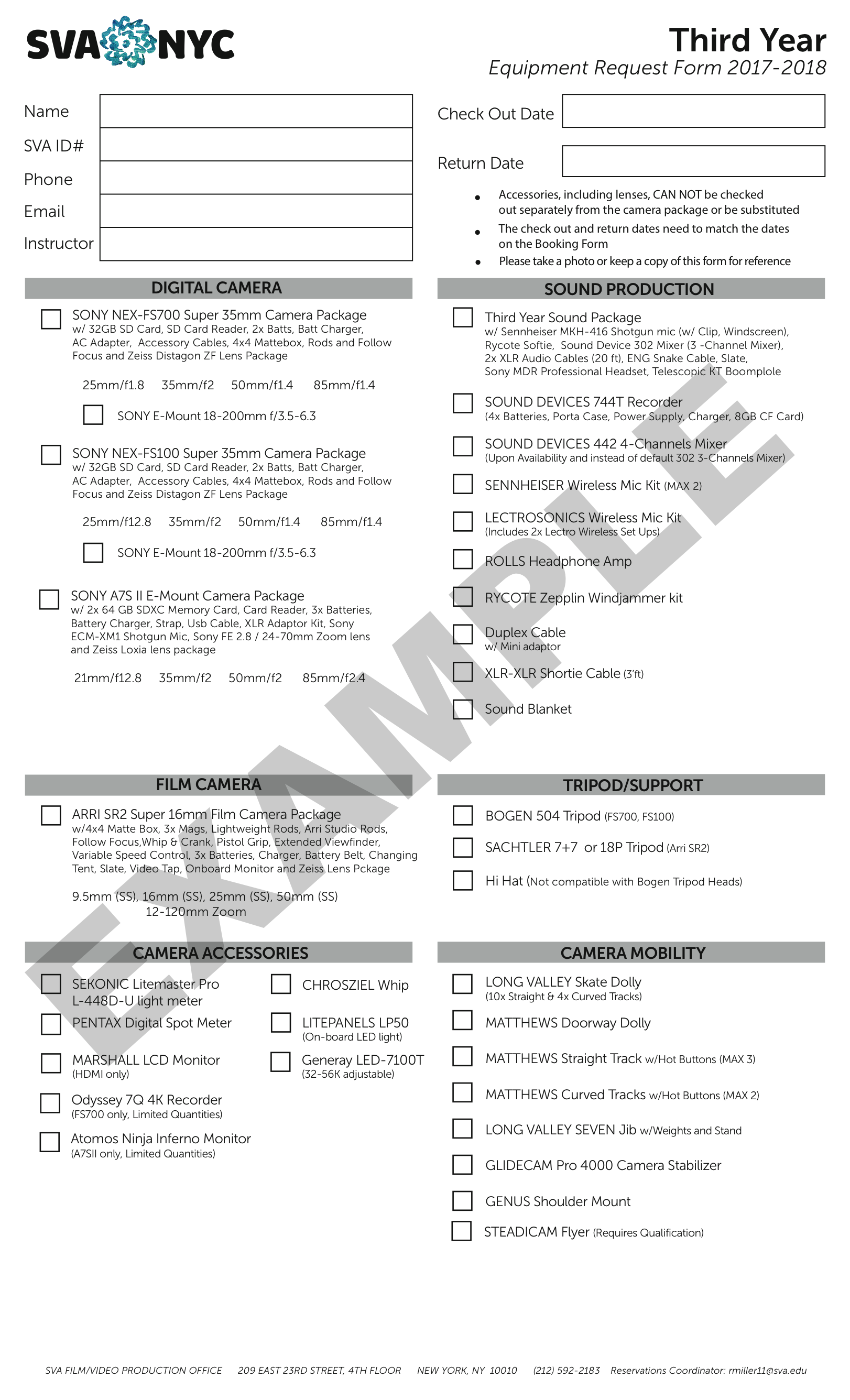
***DOLLY TRACK WILL NOT FIT IN THE ELEVATOR!!***

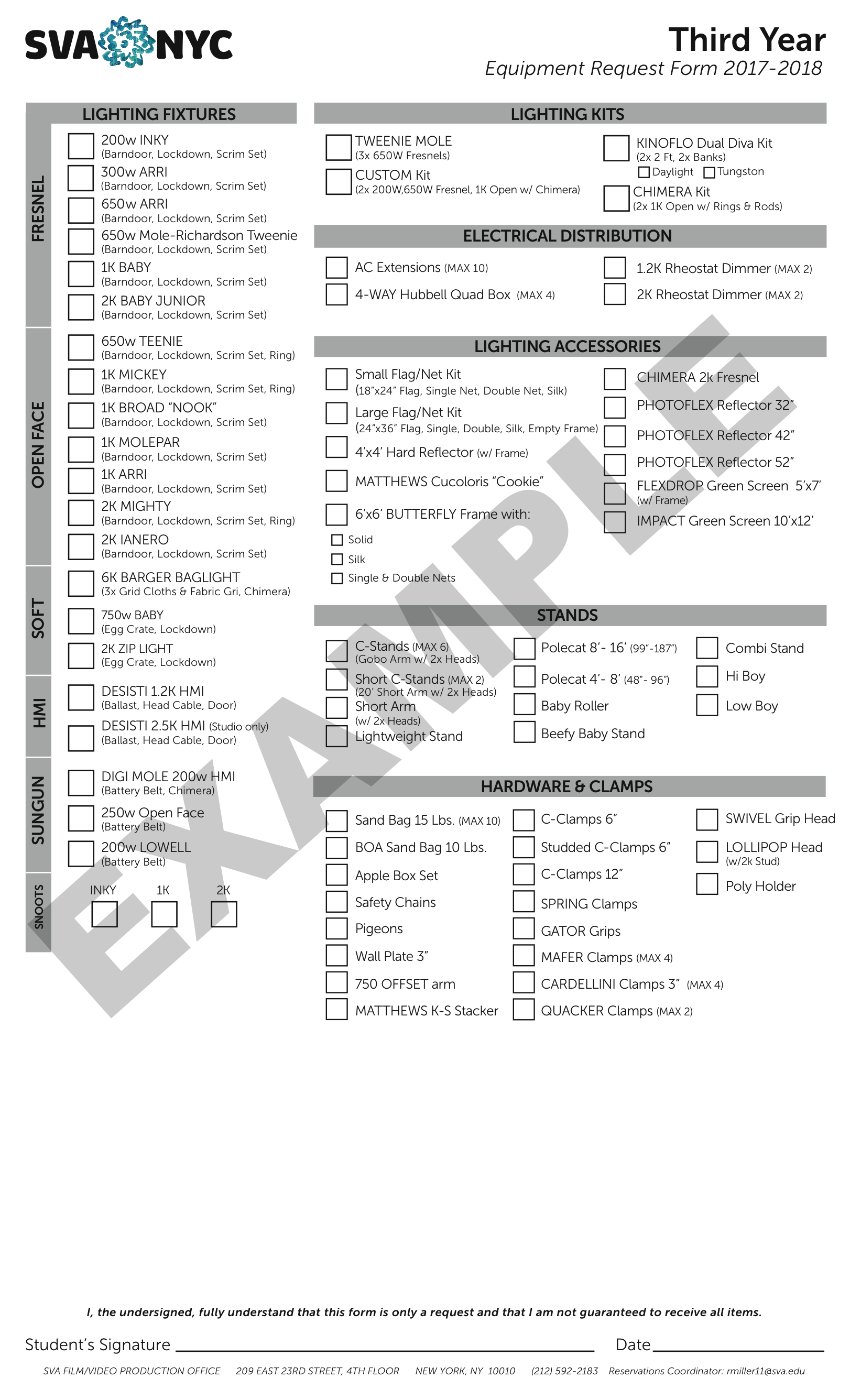
\*\*For additional information regarding equipment, please see the attached Third Year Equipment form.

**Checking Out Equipment**

**PICKUP RETURN**

**Friday by appointment Wednesday by appointment**





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| **FILM** |
| **EQUIPMENT & FACILITY ACCESS: FOURTH YEAR** |

**Fourth Year Equipment**

**CAMERA**

* Arri AMIRA 4K Premium Camera Package w/ Cooke miniS4/i Lens Set
* *Attendance to camera seminar and insurance is a must for the AMIRA package*
* xx-RED Epic Mysterium-X 5K RAW Digital Cinema Camera Package w/ CP2 lens kit\*\*
* xx-Sony PXW-FS7 XDCAM Super 35mm Camera Package w/CP2 lens kit\*
* Arri Super 16mm SR3 Camera Package Video Tap w/ Zeiss PL Mount Lenses\*\*
* Sound Devices PIX 240i Video Recorder / Odyssey 7Q+ Recorder / Monitor

**SOUND**

* Sound Devices 664 Recorder/ PSC Mini Mixer Solis Package/Lectro G Series wireless package
* Sound Devices 744T Hard Disc Recorders, Deneke Timecode Slate
* Sennheiser 416 Shotgun Microphone and Neumann 82i Shotgun Microphones
* Lectrosonics Wireless 400 Series Microphone Kit
* 4 Channel Mixers: S.D. 442, PSC, and Wendt / 5 Channel Mixer: Sound Devices 552

**LIGHTING & GRIP**

* Matthews Doorway Dolly with track/ Hot Buttons
* Kessler CineSlider / Seven Compact XL Jib Arm\*\*
* Steadicam Flyer (Certification Only)
* Litepanels 1'x1' LED Light Fixtures / Litepanels Sola 4 & 6 LED Fresnel Light Fixtures
* Nila LED / Mole NLYTN LED Lights
* Joker Bug 400 and 800 HMI Par Kits
* Mole Richardson 1200 watt Daylite HMI Par kits / Desisti 1200 and 2500 HMI Lights
* Barger Bag Light / DigiMole HMI Sungun
* Kino Flo Light Kits: Dual Diva, Gaffer Select and Mini Flo
* Matthews 48”x 48” Floppy Cutter, 48” x 48” flags, and 48” x 48” empty frames
* Chimera 20” Lantern w/ skirt (Teenie Mole) and Medium Chimera Pancake (Mickie Mole)
* Lowel Rifa eX small 3 soft kit / Matthews Reflectors & 6x6 Butterflies/“Set In One” apple box kit

***ATTENTION!! ALL DOLLY TRACK MUST BE WALKED DOWN AND UP THE STAIRS!!***

***DOLLY TRACK WILL NOT FIT IN THE ELEVATOR!!***

\*\*There are limited quantities of lens kits; For specifics about lens kits and available lights, see attached order forms.

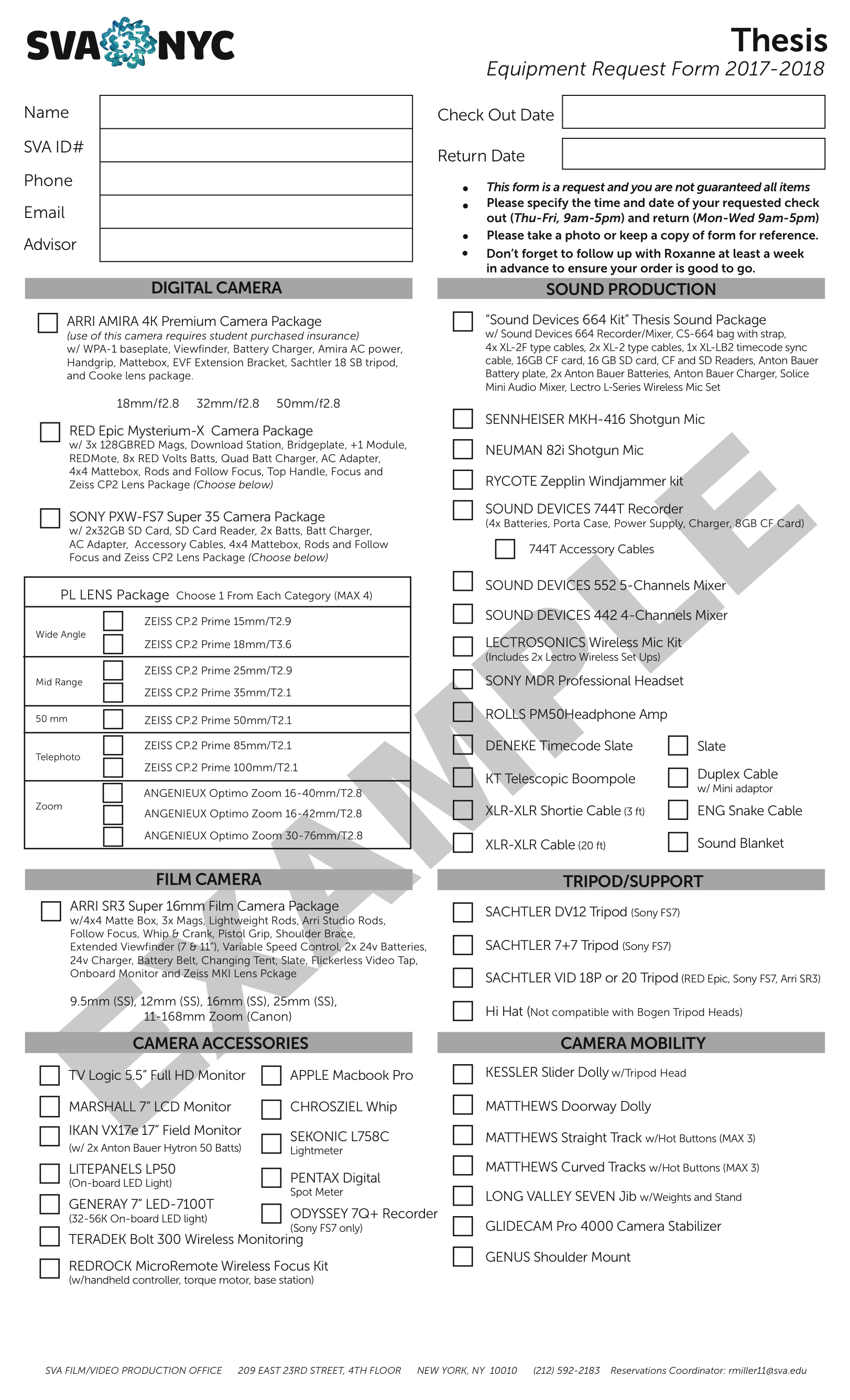
**THESIS PRIORITY ENDS ON FEBRUARY 1, 2018.**

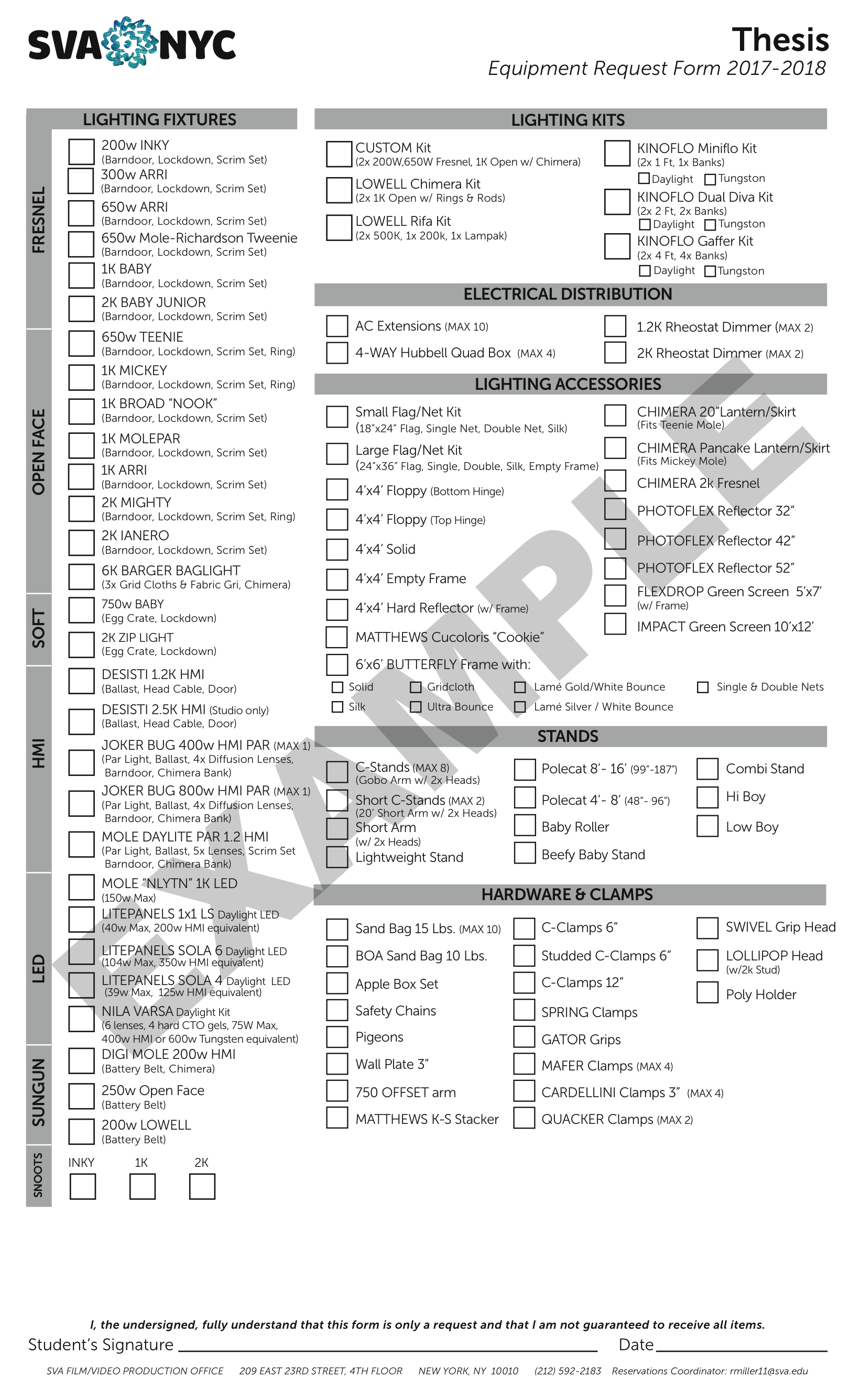
\*\*Because of limited inventory, AMIRA, RED Epic and FS7 camera package have additional Policies and Procedures.

Please see Reservation Coordinator or Production Office staff for specifics.

**Reserving Equipment**

* Submit an equipment request to Roxanne Miller, our Reservations Coordinator. She can be reached at ext. 2183.
* Prepare for at least one hour of checkout time to go over your equipment. You risk losing your checkout time if late.





**NOTES ON THESIS SHOOTS**

**Principle Photography**

* Prior to reserving equipment, Thesis students must receive a clearance signature from their Thesis advisor and one Committee member. You must also be in good financial standing with the school.
* Thesis students will be allowed a maximum booking period of 21 days.
* Thesis students reserving equipment must submit equipment request forms to the Reservations Coordinator a minimum of two weeks prior to scheduled pick up (if possible, meet with the Reservations Coordinator
* during office hours), and confirm your order one week prior to the reservation.
* Thesis students lose priority (in regard to equipment and studios) on February 1. 2018.

All thesis students must contact the Reservations Coordinator, Roxanne Miller (ext. 2183) to discuss projects and reserve equipment.

**The Reservation Coordinator, Roxanne’s, Office Hours:**

**Mondays and Fridays: 9:00 A.M. – 5:00 P.M.**

**Tuesdays, Wednesdays, and Thursdays: 11:00 A.M. – 7:00 P.M.**

**\*\*Bring your completed thesis approval sheet when you meet with Roxanne**

* You must have a completed and signed approval form before you can reserve equipment.
* Thesis students must have written approval from their advisor every time equipment is requested.
* For details on all approvals, see Thesis Student Guidelines; available at the Film Chair's Office on the 5th floor.

**Thesis Test Shoots**

* Test shoots allow you to plan how you will work with the camera and filters in your location(s).
* Test shoot approval is an investigative tool to help you prepare, and is NOT approval for your actual shoot.
* As a result, test shoot approval only allows you to check out: a camera, tripod, basic sound and filters, and only for a reservation period of Friday to Monday.
* We highly recommend tests shoots, especially for a project as important as your thesis.
* Thesis Test Shoot approval sheets must be signed by your thesis advisor and one thesis committee member.
* Refer to the Thesis Guidelines booklet for specific instructions (available in the Dept. Chair's office on the 5th floor).
* Test shoots for the Arri AMIRA, Red Epic and Sony FS7 are possible, but depend on camera availability, and must be conducted in one of our department's studios over a single weekend or overnight.

**Thesis Crowd-Funding Shoots**

* Equipment requests for crowd-funding will be limited to a camcorder and a tripod for Friday to Monday checkouts only!

**RESERVING EQUIPMENT PROCEDURES**

* Present a valid, up-to-date S.V.A. identification card. All students picking up equipment must show ID; You are prohibited from lending your name to other students for the purpose of taking equipment.
* You must be registered in a PRODUCTION class in order to reserve equipment (or to use the studio facilities). Also you must be a student in good standing.
* All equipment reservations must be submitted via your class folder on the DAY OF your production class a minimum of one week prior to the reservation date. Availability is based on your class allotment.
* Instructors must sign all Instructor Booking Forms.
* Equipment insurance, although not mandatory, is STRONGLY suggested (see pg. 19 for insurance information).
* You are responsible for any loss or damage of equipment when you sign your contract, and any loss or damage must be paid for or replaced.
* Pick-up or return of equipment outside the official hours (see Prod. Office hours, pg. 1), will be evaluated on an individual basis. Students must contact the Reservation Coordinator at ext. 2183.
* Note: Failure to cancel in advance, as well as not showing up to pick up your equipment on time, will result in a fine of $25.00.
* Film equipment is for use by School of Visual Arts students producing School of Visual Arts projects (unless approved by the Film, Video and Animation Department Chairman)
* Saturday returns must be approved and scheduled by Roxanne our Reservation Coordinator.
* Students who are on a Student Accounts Schedule hold will not be allowed access to equipment or facilities until the hold is removed. These holds are usually from tuition payments that are not up to date.
* If you have two or more fines you will not be able to take out equipment or reserve studios.
* Students who have already lost or damaged equipment must complete payment or replacement of equipment before taking out any gear.

**EQUIPMENT CHECKOUT PROCEDURES**

* You must pass a camera test administered by your production instructor. There are NO EXCEPTIONS!
* Production Office staff reserve the right to ask you to demonstrate your knowledge of the equipment.
* If you are unable to demonstrate such knowledge, you will be denied.
* You must arrive on time to test and examine all equipment before leaving the Production Office.
* Checking your equipment allows you to make sure you’ve received everything listed on your contract, and that it is all working properly. You are responsible for your equipment once you have signed for it, so test it accordingly!
* YOU ARE RESPONSIBLE FOR THE SAFETY, CARE & REPLACEMENT COSTS OF ALL EQUIPMENT SIGNED OUT UNDER YOUR NAME.

**EQUIPMENT CHECK-IN PROCEDURES**

**First and Second Year:**

* All equipment must arrive on time and complete to the 4th floor Production Office.
* First year by 1:00pm. Second year by 3:00pm.
* No partial returns or mixed returns with other students is allowed. Equipment must be packed neatly and in the proper cases. Please make sure that a Production Office staff member acknowledged your return. This means they have pulled out your contract and placed it with the equipment.
* DO NOT leave your equipment on the counter and walk away without a staff person
* serving you. Due to high volume of returns, check ins are not done at the time of return. If something is missing or damaged, we will contact you.
* Make sure that all media has been downloaded prior to your return day.
* We require that all cards are formatted and returned with the rest of your equipment.
* Production Office staff does format all cards upon return so make sure all footage and sound is accounted for on your end.

**Third and Fourth Year:**

* All third and fourth year equipment orders will be assigned a return time. It is wise to be early for your return so you can grab bins from the Production Office and navigate the elevator.
* Always make sure you are packing the bin properly. Sandbags on the bottom, stands in an upright position, cables coiled and tied. Do not leave the return area until a Production Office staff member has placed a copy of your contract with your equipment.
* All media must be downloaded prior to your return day.
* We require that all cards are formatted and returned with the rest of your equipment.
* As a procedure, Production Office staff does format cards upon return so make sure all footage and sound is accounted for on your end.

**RESERVING FACILITIES**

* Facility reservation forms must be submitted to the manager in question at least one week in advance.
* Additionally, please see these managers for their Policies and Procedures regarding individual facilities.

Name Title Phone E-mail

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| **Hector Herrera** | **Evening / Studio Supervisor** | 212.592.2190 | hherrera@sva.edu |
| **Tien-Li Wu** | **Avid Lab Manager** | 212.592.2270 | twu@sva.edu |
| **Kamil Dobrowolski** | **FCP Lab Manager** | 212.592.2285 | kdobrowolski@sva.edu |

**FINES**

**Regarding Equipment**

* $25.00 = No Show-Failure to cancel equipment before 5pm the day before check-out. 1st & 2nd Year.
* $50.00 = No Show-Failure to cancel equipment before 5pm the day before check-out. 3rd & 4th Year.
* $50.00 = \*Late or partial return of equipment (per day) 1st and second year only
* $100.00 = \*Late or partial return of equipment (per day) 3rd and 4th year students.
* $50.00 = Improperly packed equipment packages or bins.
* $50.00 = Mixed Equipment return per student.
* $50.00 = Excessive dropping of equipment at time of check out.

This will be up to the Production Office Manager’s discretion.

\* Extreme lateness over a course of time that affects other student’s reservations will result in an outside rental fee posted to the offenders Student Account.

\*If you anticipate a late return, please notify the Prod. Office before 10:00 AM on the due date.

**Regarding Damage to Equipment**

* DAMAGE TO EQUIPMENT WILL RESULT IN A COST OF $50.00 PER HOUR FOR LABOR, IN ADDITION TO REPLACEMENT PART COSTS. IF DAMAGE IS BEYOND REPAIR, STUDENT WILL BE RESPONSIBLE FOR REPLACEMENT COST OF THE WHOLE ITEM.
* Note: NEVER try to repair equipment on your own.
* If equipment becomes problematic or stops functioning correctly, return the gear in question (with case and accessories) back to the Production Office for an exchange (see hours of operation on pg. 1).

**REPLACING EQUIPMENT**

* Missing equipment must be replaced with the same or similar type item specified by the Production Office.

**Please note:**

* Students with two or more fines will NOT be allowed to reserve equipment or access facilities until fines are paid.
* If any fines are held over from a previous semester, you will not be able to reserve equipment or facilities until it is paid.
* Transcripts and diplomas will be held until fines and other financial obligations to SVA are paid.

**Failure to Return Equipment**

* If you refuse or fail to return equipment, this will result in a loss of ALL of your departmental privileges.
* This behavior will also be considered a violation of the Student Code of Ethics.
* Reinstatement of privileges requires a meeting with the Chairman of the department.
* You will also be charged the rental fees if we must rent from the outside to get equipment to any students that are affected from such behavior.

**Regarding Facilities**

Fines differ based on facility. You must contact the studio supervisor for the facility in question for specifics. (contact info. on pg.2). Fineable Offenses include, but are not limited to:

* $100.00 = Leaving studio disorganized and/or in disrepair\*
* $100.00 = Failure to remove trash from the studio.
* $35.00 = Eating, drinking, or smoking in any department facility\*
* $50.00 = Late, lost, or unauthorized exchange of facility keys\*
* $35.00 = Leaving facilities unlocked\*

\*Students are also held financially responsible for the cost of any damage or loss that occurs as a result of negligence.

**Regarding Damage to Facilities**

* Report unacceptable studio conditions to the appropriate manager immediately.
* Failure to report such conditions will make you accountable.

**Paying Fines**

* Fines must be paid directly to the Student Accounts Office (located at 342 East 24th St.), and must be posted to your account 2 days before your equipment pick up. (contact the Student Accounts Office for details).

**PREVENTATIVE MEASURES**

**Precautions that Safeguard Equipment and Improve Performance**

* Avoid the beach/sand (and the water in close proximity to it) at all costs!
* Sand floats freely in the wind and penetrates throughout the camera, tripod, sound recorder, and lens creating damage to internal mechanics. If this happens, equipment will have to be rebuilt at great cost.
* Equipment exposed to salt water must also be avoided. Wrap all equipment thoroughly to protect it when anywhere near salt water, sand or dirt. It's better to be safe than sorry so don't shoot at the beach.
* Clean Lenses with professional lens cleaning tissue and cleaning solution ONLY.
* Do not try any cleaning procedures without asking our advice.
* NEVER attempt to feed electrical current to film or video camera connectors using nonstandard power sources, as it will damage camera motor and electronics. Never connect a battery belt to a camera while
* charging.
* Never leave a camera unattended on a tripod and walk away. If you take a break from shooting, take the camera down from the tripod. Place it back in the case or somewhere safe where it cannot be dropped and damaged.
* THEFT is an ever present danger. Be aware of your surroundings, and always assign a crew member the specific task of watching equipment. Rope off the area where equipment will be stored and NEVER
* WORK ALONE or LEAVE EQUIPMENT UNATTENDED. This includes cars, vans, trucks, and any other vehicles. Theft is common, and YOU ARE RESPONSIBLE FOR REPLACING ANY ITEMS LOST DURING PRODUCTION.
* Exchanging and/or sharing equipment with other students should not be considered. Never exchange or lend equipment listed on your contract with other students. YOU are responsible for any damage or loss of equipment checked out under your name on the contract.
* Air Travel. Please consult your carrier ahead of time when travelling with production equipment.
* You can also speak to the Production Office for advice on this matter.

**EQUIPMENT INSURANCE**

The School of Visual Arts strongly suggests that students have equipment insurance for their productions, although it is not mandatory. Every project and policy is different so no quotes are printed here.

* Please call an insurer to get all details and prices for a policy.
* Make sure you understand what is and what is not covered.
* Students are responsible for all equipment signed out under their name and will be held financially responsible for any lost or damaged equipment.

**SUGGEST INSURANCE OPTIONS**

**CSI Insurance**

* http://www.collegestudentinsurance.com/
* 888.411.4911
* A policy PDF can be downloaded here: http://www.collegestudentinsurance.com/CSIPolicy.pdf
* Contact their office for assistance with any questions regarding the insurance protection afforded by this policy; you can also email your questions to [info@CollegeStudentInsurance.com](mailto:info@CollegeStudentInsurance.com).

**Fractured Atlas**

* http://www.fracturedatlas.org/site/liability/Film
* Fractured Atlas insurance guide: http://www.arts-insurance.info/guides/film/pages/introduction
* A good option for third year and thesis students, Fractured Atlas is a non-profit organization that offers many services to the artist community.

**Film Emporium**

* http://www.filmemporium.com/
* Premium short term production insurance. Applications are evaluated individually.
* Higher limit coverage, additional liability coverage, and longer term annual coverage's are also available.

**LOCATION INSURANCE FORMS**

Location insurance forms can be obtained through the SVA Film/ Video and Animation Chairman's Office (209 E. 23rd St., Room 500).

**SHOOTING PERMITS**

**HOW TO OBTAIN A SHOOTING PERMIT**

**The following section on permits pertains to NYC area only!**

1. Check with the Student’s Accounts Office to make sure you are a student in good standing. Then fill out a "Request for Location Insurance" form from the Film/Video Chair's Office (Room 500).
2. The Film Chair's office will provide you with an insurance certificate and a letter of good standing. You will need your policy number, a digital copy of the letter of good standing, and specific information regarding your film shoot including (but not limited to) the exact location addresses, your shooting dates, the names of your cast and crew, and a brief description of the nature of the shoot.
3. Start your application with Mayor’s Office of Film, Theatre and Broadcasting by using the online permit system:www.nyc.gov/html/film/html/permits/permit\_required\_fee.shtml. Make sure that you only choose drop down options that describe your shoot as a student film. After you have completed your application, you may need to pay a fee; see the chart below for details.

|  |  |  |
| --- | --- | --- |
| **Permit Required:** | **Permit Not Required:** | **Optional Permit:** |
| **$300 permit fee applies.** | **$300 permit fee does NOT apply.** | **$300 permit fee does NOT apply.** |
| Equipment or vehicles are used or person filming asserts exclusive use of City property | Hand-held cameras or tripods are used and person filming does not assert exclusive use of City property and does not request parking privileges for its vehicles | Handheld equipment only. |
| Insurance is required for this permit |  | Permit does not include special parking privileges |
|  |  | Insurance is NOT  required for this permit |

**When a Permit is Not Required**

* From the Mayor’s Office of Film, Theatre and Broadcasting website.
* Permits are not required for casual photographers, tourists, credentialed members of the media or other members of the public who do not use vehicles or equipment or assert exclusive use of City property.

**SHOOTING PERMITS (CONTINUED)**

**Optional Permits**

* A permit is not required for filming that uses hand-held cameras or tripods and does not assert exclusive use of City property. Standing on a street, walkway of a bridge, sidewalk, or other pedestrian passageway while using a hand-held device and not otherwise asserting exclusive use of City property is not an activity that requires a permit.
* A free optional permit is available to an applicant when a permit is not required but who wishes to have documentation from the Office of Film, Theatre and Broadcasting. The optional permit must be filled out with dates, times, locations and contact information. Liability insurance is not required for an optional permit.
* Download the optional permit from the web site. Completed optional permits should be faxed to 212-262-7677.

**Liability Insurance**

Liability insurance is needed for those who obtain a required permit. However, when an applicant can demonstrate that obtaining the required insurance would impose an unreasonable hardship, MOFTB may waive the need for liability insurance. In addition, student filmmakers can meet their liability insurance obligations through coverage under their school's insurance program.

**Filming in a DCAS Property**

The Department of Citywide Administrative Services (DCAS) oversees various City buildings, such as the Manhattan and Brooklyn Municipal Buildings, all Borough Halls, and City and State Courts, that are available to productions as filming locations. When filming in one of these properties, a fee of $3,200 needs to accompany a permit submitted to the Office of Film, Theatre and Broadcasting. Payment may be made by certified bank check, payable to the New York City Department of Finance. Please note that this form of payment should be made separately from the new application fee. For additional information, visit the Department of Citywide Administrative Services website.

**NYPD MOVIE/TV UNIT**

The following requires NYPD Movie/TV Unit Assistance:

* The use of prop firearms or weapons on set.
* Actors in police or other emergency response uniforms.
* Prop police or other emergency vehicles.
* Any sequence that may affect public safety.

Police Officers are not used for security or crowd control. Police assistance is not available for student projects on weekends. Police assistance for student projects is available ONLY on regular working weekdays in:

1. Commercial/business areas until midnight 12:00 A.M.
2. Residential areas until 11:00 P.M.

**SHOOTING PERMITS (CONTINUED)**

Note: it is not legal for on-duty Police Officers to appear in film productions, nor may you film active police equipment, including precinct houses, police vehicles, horses, etc. Police assistance is provided by OFTB only. Do not approach local precincts.

**For more information:**

* Visit the Mayor's website: www.nyc.gov/html/film/html/permits/permit\_required\_fee.shtml
* http://www1.nyc.gov/site/mome/permits/students.page

**FINAL NOTES**

**ALCOHOL AND DRUG POLICY**

The School of Visual Arts expects all members of the College community to assist in maintaining a drug-free environment. The possession, unlawful manufacture, distribution, dispensing or use of a controlled substance, (illicit drugs, etc.) or being under its influence of alcohol or controlled substance on College premises including residence halls is prohibited and grounds for administrative action.

Any student(s) found to be in violation of this policy will be subject to sanctions including, but not limited to, mandatory referral for counseling and/or treatment and termination of enrollment.

**SPECIAL EFFECTS SHOOTING POLICY, ETC.**

The School of Visual Arts Film Department does NOT approve the use of special effects equipment outside of the Film Production Office inventory. Nor does it condone the use of special effects when achieving the effect places a risk on the safety of human life or the equipment in use.

A shoot is considered to be dangerous or unsafe if the individual actors or crew members are put at risk of possible injury. This policy extends to the use of equipment when there is a risk of damage to the equipment. In addition, any student or crewmember that feels that the safety or ethics of a production have become questionable should contact a department administrator or the Production Office. Should a violation be discovered, the administration will take disciplinary action against all crew members involved in dangerous activities. The decision to impose disciplinary action will be determined by the Film Chairman, and is final. As with all assignments, students must consult with instructors or advisors for exact guidelines and final script approval.