



School of Visual Arts
FILM DEPARTMENT STUDIO POLICIES
2021 / 2022

Brian Petersen

Studio Supervisor
School of Visual Arts
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Office Hours

Monday-Friday 8am-4pm

Room Calendars (Click to Review)
(requires sva.edu login to view)

[Studio 402](#)

[Studio 501](#)

[Studio 601](#)

[Studio 603](#)

[Studio 604](#)

STUDIO RESERVATION FORM

GOOGLE CHROME IS THE MOST USER FRIENDLY BROWSER FOR RESERVATIONS, TRY TO USE IT IF YOU CAN.

Reserving Studios

There are five studios available to reserve in the Film Department.

1st YEAR STUDENTS

**-402
-501
-603**

2nd - 4th YEAR STUDENTS

**-402
-501
-601
-603
-604**

- * Thesis students have priority reserving studios **601 and 604** until **January 31st, 2019**. After this date, priority will be given to third year students.

Procedure:

- * To reserve a studio, you must fill out the online studio application [form](#) using your .sva.edu email address.
- * Students requesting a studio must complete a **Request For Access Form** a **minimum of 48 hours, maximum one month** in advance and have it signed by Brian Petersen. It is part of the studio application form.
- * **THESIS STUDENTS** shooting their **THESIS PROJECT** can book a studio beyond a month, see Brian Petersen for details.

- * Any cast/crew (non SVA students) on a studio production must be listed on the official access form. Anyone entering the building must provide identification to the security guard to be granted access into the building. Deadline for additional guests is (48 hours) in advance of the studio reservation. An additional guest list for the weekends must be submitted to the Brian Petersen by 3pm on Thursday of that weekend.
- * Students canceling a reservation must notify Brian Petersen a minimum of **48 Hours** day prior to the reservation date. Frequent cancelations or repeat offenders without prior notice will result in a temporary suspension of studio booking privileges.

Conduct and Fines:

- * Studios are available Monday through Friday 7am - 10pm. **NO OVERNIGHTS or WEEKENDS until told otherwise.**
- * Students reserving studios must pick up their studio keys at the **4th Floor Production Office**. They must be returned to the **4th Floor Production Office or the 1st Floor Security Desk**
- * Studios are open for class entry at 8:00am Monday-Friday. You need to have your equipment struck, and props already vacated by 8:00am for the upcoming class. **DO NOT BE LATE!**
- * **DO NOT LEAVE YOUR BIN OF EQUIPMENT/PROPS IN A STUDIO.** Students who are late (9:00am or later) returning equipment from a studio overnight will be charged a **\$100.00 Fine**.
- * Smoke machines and candles are not allowed anywhere in the school. The machines will set off the smoke alarms and candles can cause fires.
- * The following is required in striking production stages **402, 501, and 603:**
 - Floors Swept
 - Garbage removed
 - Classroom restored accordingly*
 - Chairs/Desks restored accordingly*
 - Lights/Studio restored accordingly*

Failure to follow policy will result in a **\$100.00 fine**, and the possible loss of studio privileges for the rest of the semester.

* The following is required in striking production stages **601 & 604**:

- Floors Swept
- Garbage removed
- Furniture restored accordingly*
- Classroom restored accordingly*
- Chairs/Desks restored accordingly*
- Lights/Studio restored accordingly*

Failure to follow policy will result in a **\$250.00 fine**, and the possible loss of studio privileges for the rest of the semester.

*refer to the photos on the wall in each studio

* Studios will be inspected after each production. Please make sure you have enough people from your crew available to properly strike the studio, as this is a time consuming task.

* Please take all garbage from the studio in the trash can bags provided, and bring it to the end of the hallway under the windows by the elevator. Failure to do so will result in the fines mentioned in the above bullet points. This is considered failing to strike the production set.

* Students losing keys are subject to a **\$50.00** fine plus any locksmith charges. (This can get expensive so do not lose studio keys)

* Students returning keys late are subjected to a **\$50.00** fine.

* Leaving a studio unlocked is subject to a **\$50.00** fine.

* **PAINTING** studio walls is **prohibited**. Failure to comply will result in a **\$500.00** fine, the cost of paint and repairs, and loss of rental privileges.

* Prior permission from Brian Petersen is required to move walls (Moving studio walls is only an issue in 601), or putting up wallpaper.

* Students should report any studio or AV cart problems immediately to Brian Petersen, or any other Production Office member.

* Students reserving a studio are responsible for the equipment stored in that studio. Any missing studio equipment after the completion of a shoot must be replaced by that student.

- * Fisher Dollies in 604 & 601 are to remain at 209 East 23rd Street. Removing a Fisher out of the building will result in a **\$500.00 fine**, as well as your privilege to use any studio for the rest of the semester.
 - * Studios are for academic use only. Shooting Non-SVA Projects, or subletting the studios out to Non-SVA vendors will result in a **\$500.00 fine**. Your privilege to use any studio will be revoked for the rest of the semester.
 - * Expendables (tape, gloves gels, etc) that we provide to the classes are not for individual student use. **CLASSES ONLY**. However, we will supply safety items needed like safety chains and extension cords. We do provide this equipment in the studios but if for some reason you do not see it, let us know.
 - * When renting a studio, you can not go to the 4th production office to request for more equipment on the day. Equipment rental procedures still apply. See 4th floor production office for more information.
- If a student is issued a dirty studio from a previous student, that student must **take photos of how the stage is issued to you before you start working**. Email those photos to Brian Petersen within 20 minutes of taking over the studio. The last person to rent the studio has to strike the studio in accordance with the policy.
- * In the event that pictures were not emailed to Brian Petersen on a weekend with multiple students renting the same studio resulting in violations of policy, the last student to use the studio will be fined accordingly.

Overnight and Weekend Productions:

IF ALLOWED IN THE SEMESTER, THE FOLLOWING APPLIES:

- * If you have reserved a film studio for an *entire* weekend (Friday, Saturday and Sunday), you must pick up the key at the Production Office before the ***Friday at 6:00pm***.
- * If you have reserved a film studio for Sunday, when the Production Office is closed, you must be at the Production Office on ***Saturday by 3:00pm*** to pick up a back-up key for your Sunday studio reservation.
- * Studio keys used over the weekend must be returned to the Production Office by 8:30am Monday morning. If you leave the studio before the Production Office opens, you are required to drop the key in the ***Film Key Drop Box*** to the security guard on duty. Failing to do so will result in a **\$50.00 fine**.

- * Anyone leaving the building after 11:00 pm during an overnight session cannot re-enter.

Casting:

- * Students are highly encouraged to go to the Registrar's Office on the first floor to find a room somewhere on the SVA campus rather than utilizing the film studios. Furthermore, contact John Michael Mitchell, SVA's Casting Coordinator, at jmmitchell@sva.edu or ext. 2287

Final Notes:

- * Only Thesis students can book multiple studios at once..
- * You need to be in the studio during the duration of the time booked. This will let the person assume responsibility in case anything happens.
- * Shooting in editing labs, post-production labs, the film production office, 410, or 502 is prohibited. Don't ask.