

**FILM DEPARTMENT**

**GENERAL POLICIES AND PROCEDURES**

**2021 / 2022**

**FILM DEPARTMENT INFORMATION**

CHAIR: MARY LEE GRISANTI

ASSISTANT TO CHAIR: CREIGHTON SATTERFIELD

SVA FILM CHAIR OFFICE

209 EAST 23RD ST

NEW YORK, NY 10010

FILM PRODUCTION OFFICE

212.592.2190

MONDAY - THURSDAY 8:00 AM – 10:00 PM

FRIDAY 8:00 AM – 7:00 PM

SATURDAY: CLOSED

SUNDAY: CLOSED

**Department Contact Information**

**Name Title Phone Email Floor**

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| --- | --- | --- | --- | --- |
| Michael Del Vecchio | Prod. Office Manager | 212.592.2184 | [mdelvecchio@sva.edu](mailto:mdelvecchio@sva.edu) | 4th Floor |
| Steve Burgess | Audio Post Coordinator | 212.592.2185 | [sburgess@sva.edu](mailto:sburgess@sva.edu) | 4th Floor |
| Rob Moore | Floor Supervisor | 212.592.2190 | [rmoore9@sva.edu](mailto:rmoore9@sva.edu) | 4th Floor |
| Rashan Castro | Reservations Coordinator | 212.592.2183 | [rcastro@sva.edu](mailto:rcastro@sva.edu) | 4th Floor |
| Jason Laxer | Prod. Office Evening Tech. | 212.592.2190 | [jlaxer@sva.edu](mailto:tkaywood@sva.edu) | 4th Floor |
| Brian Petersen | Studio Supervisor | 212.592.2990 | bpetersen@sva.edu | 6th Floor |
| Tien-Li Wu | Avid Lab Manager | 212.592.2270 | [twu@sva.edu](mailto:twu@sva.edu) | 3rd Floor |
| Kamil Dobrowolski | FCP Lab Manager | 212.592.2285 | [kdobrowolski@sva.edu](mailto:kdobrowolski@sva.edu) | 5th Floor |
| Elvera Vilson | Academic Advisor | 212.592.2191 | [evilson@sva.edu](mailto:evilson@sva.edu) | 5th Floor |
| John M. Byrd | Academic Advisor | 212.592.2276 | [jmbyrd@sva.edu](mailto:jmbyrd@sva.edu) | 4th Floor |
| JohnMichael Mitchell | Casting Coordinator | 212.592.2287 | [jmmitchell@sva.edu](mailto:jmmitchell@sva.edu) | 6th Floor |
| Mark Crowell | Website Coordinator | 212.592.2186 | [mcrowell@sva.edu](mailto:mcrowell@sva.edu) | 5th Floor |
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**RESERVING EQUIPMENT**

**FIRST – THIRD YEAR STUDENTS ONLY!**

* Present a valid, up to date SVA 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 to reserve equipment and 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 for first -third year it, is STRONGLY suggested (see insurance information section).
* 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.
* Film equipment is for use by School of Visual Arts students producing School of Visual Arts projects (unless approved by the Film Department Chair).
* Students who are on a Students Accounts Schedule hold will not be allowed access to equipment or reserve studios 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. Students who have already lost or damaged equipment must complete payment or replacement of equipment before taking out any gear.

**EQUIPMENT CHECKOUTS**

* 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**

* All equipment must arrive on time and complete to the 4th floor Production Office.
* First year returns no later than 1:00 PM, Second year no later than 3:00 PM.
* 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 and all cards formatted prior to your return day. Back up all your media.
* Production Office staff ***does*** format all cards upon return so make sure all footage and sound are accounted for on your end.
* 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.

* Make sure that all media has been downloaded and all cards formatted prior to your return day. Back up all your media.
* Production Office staff does format all cards upon return so make sure all footage and sound are accounted for on your end.

**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.
* ***Equipment Insurance is a must for all Arri AMIRA packages***.

* Thesis students will be allowed a maximum booking period of ***10 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 Rashan Castro, our Reservations Coordinator and confirm your order one week prior to the reservation.
* Thesis students lose priority (regarding equipment and studios) ***January 28, 2022***.
* You must have a completed and signed approval form before you can reserve equipment.
* Thesis students must repeat the approval form process with signatures of advisor and one thesis committee member every time equipment is requested.

**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, filters, and only for a reservation period of Friday to Monday.
* We highly recommend test 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.
* Test shoots for the Arri AMIRA, PL Mount EVA1, and Sony FS7 are possible, but depend on camera availability.

**THESIS PRIORITY ENDS JANUARY 28, 2022.**

**Checking Out Thesis Equipment**

* For a thesis student to be approved for production they must fill out a Student Thesis Approval Form at this link:  <https://forms.gle/JNegdUWdxbJq62fNA>
* Once submitted, Mark Crowell, from the Film Chair’s Office contacts the thesis advisor and a thesis committee member. Both will fill out a similar form that indicates they approve the thesis project. Once Mark has all three forms (from the student, advisor and committee member) he forwards the forms to Rashan Castro our Reservation Coordinator in the Production Office informing him that the student is approved.
* At this point, the approved student can submit equipment forms with Rashan. Submittal of these forms must be at least two weeks in advance of check out day.
* If the student is requesting the Arri AMIRA camera package, the student should make arrangements with Production Office staff on learning the camera.

**Damage to Equipment**

* IF A STUDENT DAMAGES EQUIPMENT, THAT DAMAGED EQUIPMENT WILL BE SENT BACK TO THE MANUFACTURER AND THE STUDENT WILL BE BILLED FOR ALL PARTS AND LABOR TO HAVE THE ITEM REPAIRED.
* 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 page 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 allowed to reserve equipment or access facilities until fines are 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 your departmental privileges.
* This behavior will also be considered a violation of the Student Code of Ethics.
* Reinstatement of privileges requires a meeting the Chair 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 by your behavior.

**FINES**

**Paying Fines**

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

**FINES**

$25 No Show/Failure to cancel gear before 5PM the day before; First and Second year.

$50 No Show/Failure to cancel gear before 5PM the day before; Third and Fourth year.

$50 \*Late or partial return of equipment PER DAY; First and Second year only.

$100 \*Late or partial return of equipment PER DAY; Third and Fourth year.

$50 Improperly packed equipment packages or bins.

$50 Mixed Equipment return per student.

$50 Excessive dropping (canceling certain pieces of gear) at time of check out.

\* 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, notify the Production Office before 10:00 AM on the due da

* **Remember: YOU ARE RESPONSIBLE FOR THE SAFETY, CARE & REPLACEMENT COSTS OF ALL EQUIPMENT SIGNED OUT UNDER YOUR NAME.**

**RESERVING FACILITIES**

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

Name Title Phone Email

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| Brian Petersen | Studio Supervisor | 212.592.2990 | bpetersen@sva.edu |
| Tien-Li Wu | Avid Lab Manager | 212.592.2270 | [twu@sva.edu](mailto:twu@sva.edu) |
| Kamil Dobrowolski | FCP Lab Manager | 212.592.2285 | [kdobrowolski@sva.edu](mailto:kdobrowolski@sva.edu) |

**Facilities**

Fines differ by facility. You must contact the supervisor of the facility in question for specifics, (see page 1 for contact information).

**Damage to Facilities**

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

**PREVENTATIVE MEASURES**

Precautions that Safeguard Equipment and Improve Performance

* Avoid the beach/sand and the water near the beach at all costs! Sand floats freely in the wind and penetrates throughout the camera, tripod, sound recorder, and lenses creating damage to internal mechanics. When this happens, equipment must be rebuilt at a great cost. Exposure to saltwater must also be avoided. Wrap all equipment thoroughly to protect it when anywhere near sand, saltwater, or dirt. It’s better to be safe than sorry so do not shoot at the beach.
* Clean lenses with professional lens cleaning tissue and cleaning solution ONLY. No not try any cleaning procedures without asking our advice.
* For Film Cameras-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 happens 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: consult your carrier ahead of time when travelling with production equipment. You can also speak to the Production Office for advice on this matter.
* **Remember: YOU ARE RESPONSIBLE FOR THE SAFETY, CARE & REPLACEMENT COSTS OF ALL EQUIPMENT SIGNED OUT UNDER YOUR NAME.**

**EQUIPMENT INSURANCE**

The School of Visual Arts strongly suggests that students first-third year have equipment insurance for their productions. It is mandatory for 3rd and 4th year students using large, expensive equipment packages to have equipment insurance. Every project and policy are 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.**

**SUGGESTED INSURANCE COMPANIES**

**Gallagher CSI Insurance**

collegestudentinsurance.com

888.411.4911

**Film Emporium**

filmemporium.com

800.371.2555

A premium short-term production insurance. Applications are evaluated individually. Higher limit coverage, additional liability coverage and longer-term annual coverage is available.

**LOCATION INSURANCE**

**If you rent a location, you must have location insurance. This covers liability in case anything happens to you or the people you work with. IT DOES NOT COVER wear and tear, or anything that is damaged or broken by you during production. You must cover yourself by carefully documenting your location room by room before you start. If you must move anything large or valuable, ask the homeowner to do it for you.**

Location insurance forms are available in the SVA Film Chair’s Office, 209 East 23rd St, Room 500.

**HOW TO OBTAIN A SHOOTING PERMIT IN NYC AREA**

1. Check with the Student’s Accounts Office to make sure your area student in good standing. Then fill out a “Request for Location Insurance” form in the Film Chair’s office, Room 500.
2. The Film Chair’s office, Room 500, will provide you with an insurance certificate. Students must also obtain from the Film Chair’s office a letter from SVA on the school’s letterhead, stating the student’s name, their status as a student (i.e., full-time, in good standing), the date(s) of the shoot and the signature of the appropriate representative from the school.
3. Start your application with the Mayor’s Office of Film, Theatre and Broadcasting by using the online permit system: <https://www1.nyc.gov/site/mome/permits/students.page> Make sure that you only choose drop down options that describe your shoot as a student film. After you have completed your application, refer to the instructions below the type of permit you are requesting.

## Mayor’s Office Student/School Requirements

The student whose name is listed on the school’s cover letter, must upload the documents provided by their school as well as a copy of their school ID when submitting the online permit. This letter from the school confirms that you are enrolled in a film course and that the school’s insurance will cover your filming. On the permit application, your school name is the “company” and you are the “production contact”. Remember - \*Permits will be issued ONLY when the student named on the insurance letter and on the photo ID is an active user of the project using their school e-mail address, NOT personal e-mail addresses (such as gmail, yahoo, etc.).\*

## Filing Student Permits

The Office of Film, Theatre & Broadcasting issues permits Monday through Friday from 9 AM to 5 PM. The office is closed on weekends & holidays. \*Permits must be submitted no later than noon at least two business days prior to the filming date or earlier. \* If requesting to scout City owned buildings or locations requiring special approval, please allow enough lead time to get permission. Permits for Times Square must be filed 7 business days in advance and requires prior permission from the Times Square Alliance. Business days do not include Legal Public Holidays - please plan accordingly. Permits for Saturday, Sunday and Monday must be submitted by NOON on Thursday.

**When a Permit is Required?**

The Office of Film, Theatre and Broadcasting issues permits to productions filming on location in the City of New York and provides free police assistance, free parking privileges and access to most exterior locations free of charge. Not all filming activity requires a permit. So before doing anything, ask yourself, “Do I Really Need a Permit”

**No Permit**:

A permit is not required if you’re using a hand-held camera, camera on tripod and/or hand-held equipment, and not asserting exclusive use of City property, not using prop weapons, stunts, actors in police uniform and do not have production vehicles.

Asserting exclusive use of City property, using prop weapons, actors in police uniform, performing stunts, requesting parking privileges for production vehicles (excluding personal cars, mini-vans, SUVs and pick-up trucks) necessitates a required permit.

A scouting permit is required when scouting City-run properties (such HPD, NYCHA, etc).

**Required Permit:**

$300 non-refundable application fee DOES apply. Productions with equipment\* packages, production vehicles requesting parking privileges (excluding person cars, mini-vans, SUVs and pick-up trucks), asserting exclusive use of City property, prop weapons, prop vehicles, actors in police uniform or stunts on set must apply for a required permit. Insurance required.

\* “Equipment” is defined as anything more than hand-held camera, camera on tripod or hand-held items (such as bounce-boards, boom mics, etc.).

Permits are not required for casual photographers, tourists or credentialed members of the media.

**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 AM.
2. Residential areas until 11:00 PM.

You must request Police assistance on the Questionnaire Page of the permit application and indicate why assistance is needed. You must confirm the request by calling the NYPD Movie/TV Unit at 718.312.5120 by 10 AM on the business day prior to the shoot. They will not just “show up” unless confirmed by you.

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: <https://www1.nyc.gov/site/mome/permits/when-permit-required.page>

And <https://www1.nyc.gov/site/mome/permits/students.page>

**Hours of Filming**

**Exterior Filming**:

* Commercial/business areas past midnight/12:00 AM ONLY if Police Assistance is not required.
* Residential areas until 11:00 PM ONLY.

**Interior Filming is not restricted.**

\* Hours of filming in areas that are mixed residential and commercial will be reviewed by OFTB on a case-by-case basis.

**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 the 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.

**SHOOTING POLICY, ETC.**

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

The use of fire arms is a highly specialized endeavor that requires the presence of a fire arms expert on the set at all times. The use of a fire arm on any set must be discussed a head of time with your instructor or advisor. All weapons (guns, knives, swords, etc.) are subject to industry professional requirements.

The School of Visual Arts Film Department does NOT approve the use of special effects equipment (e.g. fog machines) 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.