

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

ROOM REQUEST PROCEDURE

****Room requests will not be approved after 2:00 pm on Fridays and must be applied 2 Business days before the intended use.***

Step 1 - Fill out the form on the next page and scan it into a pdf document.

Step 2 - Email us from your NYFA email only: ***(All materials should be in one single email)***.

1. INCLUDE - completed form and **the scenes** you would like to film.
2. Other details – including stunts, set dressing, art design and any special situations (i.e. dancing- include youtube video examples).

EMAIL SUBJECT LINE should say - "Room Request: YOUR NAME (Date Room requested for)"

Scan and Email it to your Department:

<p>FOR FILMMAKING STUDENTS</p> <p>nan.siribunlue@nyfa.edu alexander.perry@nyfa.edu</p>	<p>FOR PRODUCING STUDENTS</p> <p>heather.ritcheson@nyfa.edu</p>	<p>FOR CINEMATOGRAPHY STUDENTS</p> <p>anthony.cook@nyfa.edu</p>
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Step 3 - Wait for the Department's approval. Please allow **2 business days** to process. After the approval email, please go to **your department** to get a signature.

Step 4 - Go to the Bursar's Office with the form and pay the room deposit fee.

Step 5 - Take the payment receipt and go to the Front Desk on P1 to book the available room.

Instructions

- If you are requesting to book one of the stages, please note that on the request form.
- We don't allow stunts, use of prop weapons or nudity in NYFA classrooms.
- Room availability comes out every Friday evening for the following week, and you will have to wait until then if you wish to book the room. No special requests please.
- The filmmaker who reserved the room must be present in the room at all times.
- All room bookings require a refundable deposit at the Bursar's Office. The Bursar's Office will give you a receipt of this deposit. Room booking deposits are \$100.00 with the following exceptions:

SPECIAL ROOMS (Long term Programs only)

- **\$200.00:** Dance Studios #1, Bogart, Stewart, Astaire, Rogers, Freeman, Redford, Sellers, Mirren, O'Toole, Hoffman, and Marx in the Barham Building; Eggleston in the Riverside Building
- **\$300.00:** Guinness, Peck, Winkler, and Douglas in the Barham Building.

Bookings Not Allowed (Barham): Kaminski, Welles, Lee, Dance Studio #2, Brando, Eisenstein, Sorkin, Goldman, and Ephron

Bookings Not Allowed (Riverside): Toland, Zsigmond, Screening Room, Hitchcock, Ford, DePalma, Miyamoto, Bushnell, Weems, Lange, and Cassavetes (on weekends)



ROOM RESERVATION FORM

Check one: FILMMAKING CINEMATOGRAPHY PRODUCING

Which of the following are you booking a room for?

- Production (send the script with the email)
FOR CLASS PRODUCTION WORKSHOPS, PLEASE CONTACT YOUR INSTRUCTOR
- Rehearsal (send the script with the email)
- Production Meeting/Table read (send script)

Have you applied for this same project before? Yes No

Do you want to book a special room (check other side for instructions) ?		
Yes	No	Name of the room requested:

Please explain in detail the nature of the work you will be doing in the room (make sure to include any stunts, set dressing, props, room alterations, etc.):

*We cannot guarantee the availability of the room you are requesting.
 *You must submit this form at least **48 business hours** in advance of your intended room booking.

Date you need the room for : _____ (SINGLE DATE PER FORM)

Name: _____ Program: _____

Section: _____ Semester: _____ Project Name: _____

<input type="checkbox"/> Mise en Scene / Continuity / Montage / Non-Sync / POV <input type="checkbox"/> Digital Dialogue / Semester One <input type="checkbox"/> Producing Dept. Short Film <input type="checkbox"/> Short Term Projects - Final project. <input type="checkbox"/> Music Video	<input type="checkbox"/> Intermediate film / Thesis film for One Year and MA / Semester 2 <input type="checkbox"/> Thesis film for MFA, AFA and BFA <input type="checkbox"/> New Media <input type="checkbox"/> Documentary <input type="checkbox"/> Other -
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Student signature: _____

Approved by the Department (After Email Approval) :