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:**

<table>
<thead>
<tr>
<th>FOR FILMMAKING STUDENTS</th>
<th>FOR PRODUCING STUDENTS</th>
<th>FOR CINEMATOGRAPHY STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:nan.siribunlee@nyfa.edu">nan.siribunlee@nyfa.edu</a></td>
<td><a href="mailto:heather.ritcheson@nyfa.edu">heather.ritcheson@nyfa.edu</a></td>
<td><a href="mailto:anthony.cook@nyfa.edu">anthony.cook@nyfa.edu</a></td>
</tr>
<tr>
<td><a href="mailto:alexander.perry@nyfa.edu">alexander.perry@nyfa.edu</a></td>
<td></td>
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</tbody>
</table>

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: ______________________________

☐ Mise en Scene / Continuity / Montage / Non-Sync / POV
☐ Digital Dialogue / Semester One
☐ Producing Dept. Short Film
☐ Short Term Projects - Final project.
☐ Music Video

☐ Intermediate film / Thesis film for One Year and MA / Semester 2
☐ Thesis film for MFA, AFA and BFA
☐ New Media
☐ Documentary
☐ Other -

Student signature: ______________________________

Approved by the Department (After Email Approval): ______________________________