

New York Film Academy - Los Angeles
Film Department - Equipment Policies and Procedures
September 2013

TABLE OF CONTENTS

1. Equipment Room Contact Information	page 2
2. General Rules	page 2
3. Students' Equipment Liability and Paying for Loss and Damage	page 3
4. Theft and Theft Prevention	page 3
5. Greenlight Process	page 3
6. Checkout Procedures	page 4
7. Reshoots	page 5
8. Basic Safety	page 6

1. Equipment Room Contact Information

Location: 100 E Tujunga Ave (2nd Floor)
Burbank, CA 91502

Email: laequipment@nyfa.edu

Phone: 818-333-3564
(Emergencies only: 818-415-3837)

Hours: Monday-Friday 7am-10pm
Saturday and Sunday 8:30am-6:30pm

Equipment Manager/Equip. Safety Director

Kirill Yusim

kirill.yusim@nyfa.edu

Assist. Equipment Manager

Steven Shebaugh

Director of Operations

Brad Ben-Hain

Film Department Coordinator

Rick Curnutt

rick.curnutt@nyfa.edu

Film Department Coordinator

Matthew Ladensack

matthew.ladensack@nyfa.edu

2. General Rules

- Students are required to purchase filmstock for all assignments shot on film, EXCEPT Production Workshops and in-class projects, including those on the Backlot.
- Proper attire, including closed-toed-shoes, must be worn on-set and in the Equipment Room at all times. Students in unsafe attire will be asked to leave Equipment Room.
- If a member of a crew is mishandling equipment, fellow students must notify the Equipment Staff immediately.
- Equipment, including cameras, cannot be transported in anything other than the cases provided.
- Lenses cannot be cleaned with anything other than professional lens cleaner and tissue. (Available upon request.)
- Hardcopies of film permits and insurance policies must be with Production on-location at all times.
- When filming in dusty, dirty or sandy locations, Equipment Staff must be notified in advance. Sand and other environmental conditions are harmful to equipment.
- Students may NOT shoot in or around the school grounds without written approval from the school's directors. If a student would like to shoot on-campus, they should email the Director of Operations: brad@nyfa.edu
- **Failure to adhere to these rules will result in an Equipment Hold. While on hold, students may not checkout equipment or items from the library, they may not use post-production facilities, and they may not screen films at NYFA.**

3. Students' Equipment Liability and Paying for Loss and Damage

- Students are responsible for any lost, damaged, or stolen gear.
- The entire crew is responsible for the care of equipment.
- For Intermediate and Thesis Productions, the Director of the film is financially responsible for lost, damaged, and stolen gear.
- Lost, damaged, or stolen gear must be paid for or replaced by the student. If the student elects to replace the gear, the make, model and condition of the new equipment must be approved by the Equipment Manager.
- If items are lost, damaged, or stolen, the responsible student(s) will be issued a bill via email, payable to the Bursar's Office. Until the bill is paid or the gear is replaced, students will be on Equipment Hold.

4. Theft and Theft Prevention

- Report stolen equipment **immediately** to the Equipment Manager or the Director of Operations.
- Equipment should NEVER be left unattended, especially in vehicles.
- Equipment should NOT be kept in vehicles overnight. Most thefts occur from locked vehicles that are unguarded!
- If shooting outdoors, at least one crew member must guard equipment.
- Thieves often work in teams to distract and steal equipment.
- Equipment must be stored securely each night, indoors.
- Students are financially responsible for stolen equipment.
- Students found to have lost gear due to negligence may be suspended or prohibited from graduating, and they will incur financial penalties.

5. Greenlight Process

- To be considered "Greenlit," signatures from the Bursar, Producing Instructor, Directing Instructor, Equipment Manager, and under some circumstances, the Director of NYFA, must be obtained on the Greenlight Form. Follow the following steps:
- Step 1: Signature must be obtained at Bursar and Registrar's Offices.
- Step 2: Instructor Approval: Students will get Greenlight approval from their Producing and Directing instructors during greenlight meeting/crew participation class.
- Step 3: When scheduling a Thesis Checkout Time with the Equipment Staff, students must obtain signature of the Equipment Manager.
- Step 4: Complete NYFA Safety Compliance Checklist which is part of the greenlight process and is provided by instructor.
- Step 5: A scanned copy of production binder and hard copy of the greenlight form are given to the Film Department Coordinator. The Film Department Coordinator will sign your greenlight form. At this point, you will be considered *greenlit*.
- Step 6: Make a copy of your greenlight form and keep it. You will need to submit it to the Equipment Staff when checking out your equipment.

6. Checkout Procedures

Familiarize yourself with the procedures below so that your Checkout and Check-In are as smooth as possible.

1. ***Before your Checkout***

a. **SET UP A CHECKOUT/CHECK-IN TIME.** The equipment room can be a very busy place, and therefore Checkouts are given specific time slots. It is important that you know your Checkout/Check-In times and that you arrive on time.

-For most introductory group projects, the date and time will be pre-determined.

Do not rely on class syllabi for checkout times. Instead, contact Equipment the week before your checkout to confirm.

-For INTERMEDIATE and THESIS projects, you will set up a Checkout and Check-In time with an Equipment Manager. This must be done as early as 4 weeks in advance, and NO LATER than 7 days before your intended checkout. If you attempt to schedule a time less than 7 days in advance, Equipment may NOT be able to accommodate.

NOTE: Timeslots for checkouts are subject to availability; it is recommended that you schedule as soon as possible.

b. **REQUEST ANY ADDITIONAL EQUIPMENT.** Each program and project comes with a standard package of gear, that, so long as the greenlight process is adhered to, will be provided.

-Should students desire equipment in addition to the standard package, it may be provided, **pending availability. Additional equipment MUST be requested in advance!** It is recommended that any requests be submitted to Equipment at least 7 days in advance. **Requests made less than 24 hours before a checkout may not be honored.**

2. ***The Day of Your Checkout***

- Equipment must be checked out *and* returned by the full crew. Moving large amounts of gear with an insufficiently small crew is unsafe and impractical. **If the crew is not present, students will not be allowed to checkout gear.**

- Students must arrive on time.

- A minimum of **3 NYFA crew** signatures are required for all camera checkouts.

- It is the students' responsibility to thoroughly check their equipment during the checkout; **do not checkout damaged gear; report it to Equipment Staff immediately. Any equipment problems must be noted before the gear leaves the equipment room to avoid charges.**

- As the equipment is checked, students fill out and sign Checkout Paperwork and the Checkout Agreement provided by Equipment Staff. **This paperwork must be satisfactorily completed and returned to Equipment Staff before any gear is removed from preparation bays!**

- Give yourself sufficient amount of time to properly prep and checkout gear. Suggested times:

- a. *Intro Packages* - 1 hour

- b. *Intermediate Packages* - 1-2 hours

- c. *Advanced Packages - 2-3 hours* **NOTE: Students must have a liftgate truck if using a Chapman or Fisher dolly. Students without a liftgate will NOT be allowed to checkout a dolly. Note that a ramp is not a substitute for a lift gate.**
- **After** checkout has been completed, students may park their car/truck in the loading dock and begin to load their vehicle.

3. Loading Dock Procedures

- Students must park their truck in one of the 8 designated equipment room loading spot safter their equipment has been checked.
- Do NOT park in or around the handicapped spaces, the alley, the shuttle loading zone or any reserved parking spaces at any time. If you are unsure about where to park for loading, or if all the loading spaces are filled, let the Equipment Staff know and they will assist you.
- Once your vehicle is loaded/unloaded, please move it to your assigned parking space or to the street. Do NOT leave vehicles unattended in the loading zone.

4. The Day of Your Check-In

- If you are to be late to your scheduled check-in for any reason, call the equipment room as soon as possible to let them know.
- Equipment returned after the due date will incur a **\$100/day late fee**. Equipment returned One to Four hours after the scheduled check-in time will incur a **\$50** fee. After 4 hours, a full day's late fee will apply.
- As with Checkouts, a full crew must assist with Check-Ins.
- NOTE: Depending on the size of the equipment package, it may not be possible for Equipment Staff to accept a Check-In too near the time the Equipment Room closes. For example, on weeknights, 3-Ton packages WILL NOT be accepted after 8:30pm.

5. Lost or Damaged Items

- Equipment staff will examine returned gear. If any items are missing or returned damaged, students will be notified by email within two business days of check-in. In the case of missing items, students will have 2 business days from receiving the email notification to return them. After that, a **late fee of \$100/day, not to exceed the value of the missing equipment, will take effect.** In the case of damaged gear or when missing items are not returned, please see Item 3: Students' Equipment Liability and Paying for Lost/Damaged/Stolen Gear.

7. Reshoots

Reshoots should not be relied upon as an extra shooting day. However, in certain cases, you may request to reshoot using the EQUIPMENT REQUEST FORM. This form allows you to shoot after your allotted shooting time. Please follow the below steps to obtain permission to reshoot. NOTE: All equipment available for primary shoot dates may NOT be available during re-shoots.

- Students must obtain the Equipment Request Form in the equipment room. With the Equipment Manager, schedule an equipment Checkout and Check-In time. *All requests must be processed at least 48 hours in advance.*
- Students are required to obtain approval from their instructor for reshoots.
- Student must visit the film department coordinator for department approval, with all paperwork filled out properly. Paperwork includes lists of crew members, check-out times, instructor approval, and a list of equipment needed.
- Last, students must obtain final signature from Equipment for checkout.
- Approval from teh Director of NYFA is needed for advanced packages shooting with the RED Epic Camera.

8. Basic Safety

Each student must complete a safety compliance class BEFORE being allowed to checkout or use equipment. At the safety compliance class, they will be issued an on-set **Safety Pamphlet** that is to be read and understood thoroughly before working on set.

If you have any questions please feel free to contact the Film Department:

Rick Curnutt

rick.curnutt@nyfa.edu

Matthew Ladensack

matthew.ladensack@nyfa.edu