

# NEW YORK FILM ACADEMY

SCHOOL OF FILM AND ACTING

## Props & Wardrobe Rules and Regulations

The Prop & Wardrobe Room is located in the 3800 building (5th Floor) of the New York Film Academy. It is open to all students during the hours posted weekly on the door. Requests can be left any time for Erick Saldana, the NYFA Props & Wardrobe contact.

### 1. OVERNIGHT CHECKOUTS

Props for non-production workshop films may be checked out overnight. It is the student's responsibility to care for all checked out items and to ensure that they are returned on time and in the same condition in which they were checked out. All checkouts are to be conducted during the scheduled NYFA Prop & Wardrobe room hours. A request form does **NOT** guarantee the item or items will be available. The best way to ensure your necessary items will be available at the correct time is to visit the Prop & Wardrobe room in advance of the day you would like to check out.

### 2. RESERVATIONS FOR CHECKOUTS

Prop request forms are located in the mailbox labeled PROPS/WARDROBE in the main office or next to the door of the Props/Wardrobe room in the 3800 building of the New York Film Academy. The request form, however, does not guarantee the items are available. Only the NYFA Props/Wardrobe department can guarantee a reservation. A properly filled request form will allow the NYFA Props/Wardrobe department to contact you if an item is not going to be available on your intended day of check out. Request forms can be left in the mailbox at anytime and will be checked out primarily Friday afternoons for weekend shoots, but may be arranged otherwise if necessary.

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### 3. UNIVERSAL INDEPENDENT CHECKOUTS

If the NYFA Prop & Wardrobe Department does not have the necessary items for a non-production workshop film then students may check out items from Universal's Prop and Wardrobe Department at the Edith Head Building. This is done independently, on personal time, and a student must first receive from the prop master a student letter and a drive on pass to the Edith Head Building before items can be rented. All students receive a 50% discount on rented items with their student letter. Forms must be turned 24 hours in advance. **Wardrobe** is by appointment **ONLY**. You may set up an appointment by calling Claudia at 818-777-2722.

**YOU MUST BRING A CURRENT STUDENT I.D. TO RENT ITEMS. NO EXCEPTIONS. ALL ITEMS MUST BE RETURNED ON TIME.**

### 4. RESERVATIONS FOR PRODUCTION WORKSHOPS

Reservations for Production Workshops need to be in the Props & Wardrobe mailbox by 5:00PM on the day BEFORE the PW. Any other non-overnight checkouts are to be handled in the same way as overnight reservations. For Saturday Production Workshops, requests must be turned in by THURSDAY at 5:00PM in order for items to be available for the Saturday PW.

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## 5. PRODUCTION WORKSHOP CHECKOUTS

Production workshop props and wardrobe will be checked in and checked out at the specific production workshop location they are designated to. The New York Film Academy will check out individual props and wardrobe from Universal Studios for student use during the Production Workshop. You must reserve props/wardrobe **BEFORE** arriving at the production workshop location. If advance reservations are not made then a student cannot be guaranteed items on the day of their production workshop.

## 6. UNIVERSAL WARDROBE DRY CLEANING POLICY

All wardrobe items checked out by students from Universal Studios **MUST** be dry cleaned before they are returned.

## 7. GUNS/WEAPONS

Prop guns and other weapons are available for checkout for all Production Workshops. For non-production workshop films prop guns may be checked out from either the NYFA Props & Wardrobe Department or the Universal props and wardrobe dept. These items *must be concealed at all times* in a bag when transporting them from one location to another. It is **ILLEGAL** to transport a prop gun without proper concealment. It is also **ILLEGAL** to use any real firearms in a film and to do so can result in **EXPULSION** from the New York Film Academy. To use a prop gun outside of a private residence a student must obtain a permit from Film LA, Inc. and have a police officer present at all times. See the Student Code of Conduct for more information.

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## 8. UNAVAILABLE ITEMS

The New York Film Academy Prop Department is primarily a “hand” prop department. It is **NOT** our policy to provide students with furniture or other large bulky items. Unavailable items include but are **NOT** exclusive to; tables, desks, chairs, couches, carts (with or without wheels), wheelchairs and large lamps. It is also our policy **NOT** to rent period costumes from Universal Studios. If one of the afore mentioned items are integral to the plot of a film exceptions can be made with prior arrangements and students are always welcome to rent items independently of NYFA (see no. 3 for more information).

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