

## Residence Hall Space Usage Policy for Student Filming

Specified common spaces in NYU residence halls may be reserved for filming academic assignments according to the procedures outlined below. The spaces are not available to individuals, groups, or organizations unaffiliated with the University or for projects unrelated to approved academic courses.

### RESERVATION PROCEDURES

Generally, during the academic year spaces are only available for use during the following times:

- Monday-Sunday – 10:00am – 10:00pm

Reservations may not be made for more than a six hour period. Furthermore, use may be limited during certain periods of the year when the spaces are needed to support residence hall initiatives and operations. **For full consideration, requests must be submitted at least three business days prior to the desired date of use. All requests must utilize the Residence Hall Filming Space Application and be accompanied by proof of enrollment in an approved NYU Production Course.** Please be aware that the facilities of the Office of Residential Life and Housing Services (ORLHS) are not affiliated with the Department of Film & TV or the Todman Center, and ORLHS have the right to refuse space usage or stop production within reserved ORLHS space as deemed necessary.

### ACCESS PROCEDURES

Users having a confirmed reservation should go to the hall resource center prior to their event. At this time, staff will provide the user with access to the space. The user will be required to leave their NYU ID with staff while utilizing the space. After the event, the user should lock and return keys (if applicable) at the Resource Center, and pick up their NYU ID.

The user must be present in the space for the duration of the time the space is in use. **Any commuter NYU students or non-NYU guests must be on a list of names that is provided along with the Residence Hall Filming Space Application.** This list will be given to Public Safety for the purposes of building access. All guests must have photo identification to leave with Public Safety to gain entry to ORLHS space. Any guests must be accompanied by an NYU student at all times in the Residence Hall.

### FURNITURE AND SET-UP

Users are expected to arrange the furniture themselves for their particular program and clean up afterward. It is expected that the room will be left in the same condition and arrangement as it was found. Furniture may not be removed from any room. Users are encouraged to make the reservation for 30 minutes prior to the actual start time of their program, as well as 30 minutes afterward if take-down or clean-up is necessary. Please note that reservations may be booked back-to-back, so users should be considerate of others who may be using the space immediately afterward.

### A/V EQUIPMENT

Use of installed audio/visual equipment is not permitted and there is no A/V support staff on site.

To request use of programming space in our residence halls, complete the Residence Hall Filming Space Application, and submit the completed form to the Resource Center of the Residence Hall where you are requesting space.

All participants must comply with ORLHS Student conduct Policies found at: [www.nyu.edu/living/student-conduct](http://www.nyu.edu/living/student-conduct)  
Specifically note the following guidelines:

**The following items are prohibited in the residence halls** and will be confiscated:

- Flammable decorations
- Natural or artificial evergreens

- Electric heaters, air conditioners, hot plate burners
- Halogen lighting equipment
- Candles, incense, outdoor grills, or any other type of open flame or open coil device
- Explosives, fireworks, firearms, or ammunition – *whether real or replica of any type*
- Smoking devices, including but not limited to pipes, hookahs, or bongs.
- Alcohol or alcoholic beverage containers may not be in any ORLHS reserved space at any time.

Floors, walls, doors, windows, or any other elements of the physical space may never be altered or damaged – no nailing into floors, no removing white boards or other items affixed to walls, no adhesives, no painting, no tape other than gaffers or blue painter’s tape. If tape is used, all tape must be fully removed prior to departure from the space.

Please be advised that productions must not exceed the physical space that has been reserved. No filming may occur outside of the space reserved. Everything for your production (crew, gear, supplies, in-shot and behind the scenes) must be contained in the space you've reserved. There's no additional storage included. ORLHS staff reserve the right to refuse reservations or halt productions that exceed available space or impede access to hallways or other spaces. If you are not sure, please discuss the scope of your needs with ORLHS Residence Hall Resource Manager (in the Residence Hall Resource Center) well in advance to avoid disruptions during your shoot.

Use of ORLHS reserved space is solely for students currently enrolled in an approved TSOA Film and Television production course, for approved, course related projects. This prohibits filming of any and all outside/extra-curricular projects.

Failure to abide by these policies may result in loss of privileges (up to or including being banned from all Residence Halls), restitution, and/or student conduct action.

## APPENDIX

List of approved classes and nature of filming (equipment) for each course.

### **Freshmen Classes**

Frame and Sequence (FMTV-UT 39) -  
Sound Image (FMTV-UT 48)

### **Fundamentals Classes**

Sight & Sound Film (FMTV-UT 43)  
Sight & Sound Documentary (FMTV-UT 80)

### **Open Arts Classes**

Fundamentals of Filmmaking; a digital workshop (OART-UT 560) -  
Intermediate Digital Filmmaking Workshop -

### **Advanced Classes**

Advanced Experimental Film (FMTV-UT 1147) - taping of auditions/rehearsals only  
Advanced Production Workshop (FMTV-UT 1053) - taping of auditions/rehearsals only  
Broadcast Documentary (FMTV-UT 1080) - taping of auditions/rehearsals only  
Narrative Workshop (FMTV-UT 1245) - taping of auditions/rehearsals only

### **Craft Classes**

Directing the Actor (FMTV-UT 1069) - taping of auditions/rehearsals only  
Directing the Camera (FMTV-UT 1024) - taping of auditions/rehearsals only

## **Proof of current enrollment is printout of registration confirmation from Albert.**

Space available for course related filming in Residence Halls:

Alumni	Tv Lounge - Basement	Approx. 15x22	
Brittany	Dance Studio	17x31	Mirrored wall, green wall, ballet barres
Brittany	Piano Room	13x20	4 outlets
Carlyle	C3- Practice Room	Approx. 13x20	
Coral Tower	Classroom - Basement	Approx. 15x20	
Greenwich	Study Lounge	25x20	
Hayden	Practice/Exercise Room	Small bedroom sized	mirrors along one wall
Rubin	Black Box Theatre - 2nd fl.	Approx. 15x20	adjustable lighting, stepped seating
Rubin	Dance Room - 2nd fl.	Approx. 15x20	mirrored wall
Second Street	Conference Room	Approx. 15x20	
Seventh Street	Game Room - Basement	Approx. 10x12?	
Third North	C3 Mini-Theater	Approx. 15x20	
Third North	Dance Room	Approx. 15x20	
University Hall	TV Lounge C-Level	Approx. 10x12	TV, sofa/chairs
Weinstein	Classroom SB 22	31x38	chalk boards, tile
Weinstein	Classroom SB 20*	17x31	Coat hooks, TV, podium, carpeted
Weinstein	Classroom SB 35*	20x13	Coat hooks, TV, podium, carpeted
Weinstein	Practice Room A	8x14	carpeted
Weinstein	Practice Room B	7.5 x14	carpeted

\*Not available Mon-Fri 9am-5pm

## Residence Hall Filming Space Room Reservation

Name: \_\_\_\_\_ N#: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Approved film course (list course title and attach proof of registration): \_\_\_\_\_

### *RESERVATION REQUEST*

Submit this request (and accompanying proof of current schedule) to the Resource Center of the Hall where you are requesting space. You will receive an email notification either confirming reservation or advising of conflict. You should bring your email confirmation with you on the day you reserve.

Space may not be reserved for any project for more than 6 hours on any given day.

Space Requested: \_\_\_\_\_

If this space is unavailable, are you interested in an alternative space?  Yes  No

Date Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Times noted are inclusive of set up and clean up.

How many individuals will be present for this filming: \_\_\_\_\_

Event roster listing everyone who does not live in an NYU Residence Hall attached?  Yes  No

**Signature:** \_\_\_\_\_

Signature indicates having read and agreed to the guidelines outlined in the Residence Hall Space Usage Policy for Student Filming. Violation of any policy will result in loss of privileges, restitution, and/or disciplinary action.

**ATTACH TO THIS REQUEST Proof of enrollment in pre-approved Tisch Course (printout of current course registration confirmation from Albert).**

Residence Hall spaces are only available for use during academic year during the following times:

- Monday-Sunday – 10:00am – 10:00pm

An approved reservation is required for use of space. Reservations may not be made for more than a 6 hour period. Furthermore, use may be limited during certain periods of the year when the spaces are needed to support residence hall initiatives and operations.

**For full consideration, requests must be submitted at least three business days prior to the desired date of use.**