

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

NEW YORK FILM ACADEMY ROOM RESERVATION FORM

***You must return this form at least 48 hours in advance of reserving the room.**

***All shoots/productions get a 6-hour block of time for completion.**

Step 1

Name:

Email/Phone #:

Program:

Section:

Semester:

Project name:

Step 2

* Which of the following are you booking a room for?

Production

Casting

Rehearsal

Step 3

Room:

Date:

Hours:

Please explain in detail the nature of the work you will be doing in the room (make sure to include any stunts, props, filming, room alterations, etc on the back of this page.):

***Please submit with this form any scripts, sides, and/or treatments pertaining to your room request.**

Department signature.

See other side for instructions

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Instructions for Booking a Room

1. Go to the **Bursar with the signed form** and pay the room deposit fee.
2. Take the payment receipt and go to **P1** to book the available room.
3. **With regards to room reservations the Front Desk reserves the final say, not the Screenwriting Department.**

Instructions

- **If you are requesting to book one of the stages, please note that on the request form**
- We don't allow stunts or use of prop weapons 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 screenwriter 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

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

Bookings Not Allowed: Kaminski, Welles, Lee, Dance Studio #2, Brando, Eisenstein, Sorkin, Goldman, and Ephron in the Barham Building

Bookings Not Allowed: Screening Room, Hitchcock, Ford, DePalma, Miyamoto, Bushnell, Lasseter, Lange, and Cassavetes (on the weekends) in the Riverside Building.