

# NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

## 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.

E-mail: [erick.saldana@nyfa.edu](mailto:erick.saldana@nyfa.edu)

Phone: 818-333-3558

Edith Head Property Department: Marla Ryan – 818-777-2784

### 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. Items that are damaged or broken must be replaced with a similar item. All checkouts are to be conducted during the scheduled NYFA Prop & Wardrobe room hours. 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. Furniture may not leave NYFA property.

### 2. RESERVATIONS FOR CHECKOUTS

Students may reserve props up to 1 week in advance. Students must come to the prop room and either tag the specific items or place all desired items in a box and label it. Once an item is tagged or in a reservation box, the item may not be checked out. No exceptions.

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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 40% discount on rented items with their student letter. Forms must be turned 24 hours in advance. **Wardrobe** is currently CLOSED. Students are responsible for all damages and expenses. **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

Requests for Production Workshops need to be e-mailed to **erick.saldana@nyfa.edu** 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 e-mailed in by THURSDAY at 5:00PM in order for items to be available for the Saturday PW. **No guns, weapons, or furniture are allowed on the Backlot.**

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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. 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 DRAPERY DRY CLEANING POLICY

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

## 7. GUNS/WEAPONS

For non-production workshop films prop guns may be rented from the Universal props 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.

## 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 unavailable items, 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

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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).

**\*If Universal Edith Head does not have what you need, I may direct you to other prop houses in the area that give student discounts. You will responsible for providing any paperwork they require. Please inquire in advance!**