



EMERSON COLLEGE

TRF

Television Radio & Film Production

Version 12/18/08

Equipment Distribution Center

EDC POLICIES AND PROCEDURES

SHOOTING POLICIES AND PROCEDURES

Emerson College
Department of Television Radio & Film (TRF)
Equipment Distribution Center (EDC)

Little Building - 80 Boylston Street
1st floor
617-824-8815

The Equipment Distribution Center (EDC) at Emerson College provides students with equipment and facilities, on loan from the college, with which students fulfill class assignments.

HOURS OF OPERATION

EDC - 1st floor of the Little Building, 80 Boylston Street.

Monday through Friday 9:00 AM -11:00 PM

EDC Audio Annex & Reservation Desk – 7th floor of the Ansin Building, 180 Tremont Street

Monday through Friday 9:00 AM -10:00 PM

Saturday, 10:00 AM – 4:00 PM. (At the end of each semester special Sunday hours will be available – Ask an EDC Manager for details.)

Our staff is available for assistance with any equipment operational issues or problems you may have. Please notify us immediately of any equipment difficulties.

At the start of each semester students wishing to use equipment and facilities must fill out and sign the Equipment and Facilities Use Contract. By signing the form, you are agreeing to abide by these policies and procedures. **Therefore it is your responsibility to read, understand, remember, and comply with these policies.**

GENERAL LENDING PROCEDURES

Only Emerson College students enrolled in approved production courses, having authorization from the course instructor, and showing valid Emerson I.D. may borrow equipment or use facilities for assigned class projects. Equipment and facilities may not be used for any other productions. Equipment may not be signed out for other people, and may not be loaned to other people. Students may not use equipment or facilities for projects for co-curricular organizations unless given special permission.

If you are traveling with Emerson College equipment outside of the United States you will need to pay for property insurance and provide the manager of the EDC an insurance certificate showing that the value of that equipment is insured for the duration of that travel. Please see Tim McKenna for more information.

You are required to:

- Read carefully and sign an Equipment Sign-out Sheet each time you borrow equipment/facilities. You are responsible for all items listed on the form, until its return is noted on that form by EDC staff.
- Immediately inspect equipment in the EDC check out area. Verify that the equipment is working, and complete, exactly as listed in the Sign-out Sheet. You are responsible for the equipment that you sign for.

- Notice how the equipment is packed, you must return it the same way.
- Immediately report anything unusual, missing, extra, or not working before leaving the EDC.
- Return all equipment in proper condition and on time.
- **If a problem arises with equipment during use you are required to:**
 - Tag the equipment with a note citing the nature of the trouble. Be as detailed and complete as possible. Inform the EDC staff immediately. Please do not attempt repairs on equipment or facilities yourself. Unreported damage subsequently discovered will result in financial liability to the student. Unreported damage and/or late return of equipment results in penalty. Abuse of equipment results in penalty, or in permanent revocation of borrowing privileges.

SIGN OUT PERIODS

In general, no equipment/facilities may be signed out again immediately upon its return. Existing reservations that are already signed out may NOT be extended past the original return date and time. Certain equipment or facilities have special sign-out periods and restrictions. Holiday schedules will differ. Verify your due-back date/time before you leave the EDC. Sign out period changes will be posted in the Equipment Distribution Center and Annexes.

PRODUCTION EQUIPMENT SIGN-OUT

Cameras, tripods, and all other field production equipment have differing sign-out periods (rotations) per week. Only field production equipment may leave the EDC. The director or producer of an individual project shall sign for the equipment and is solely financially responsible. For crew projects, it is recommended that the key crewmembers be present to assist in check out of large orders of equipment. **It is also recommended that students buy equipment insurance from an outside insurance agent.** Please ask an EDC manager for a list of local insurance agents.

Film 1 equipment rotations run Monday to Wednesday; Wednesday to Friday; or Friday to Monday. Higher-level film course rotations are normally Thursday to Tuesday. There will be one designated production manager for film groups who may reserve and sign out equipment, no other members of that group or crew may reserve or sign out equipment. Video equipment rotations run for 24 hours, or from Friday to Monday. Advanced level courses differ, and run on an individually determined, case-by-case basis. On holidays (no classes) equipment will be returned the following due day. These times and days are strictly observed.

RECORDING STUDIO MICS AND EDITING EQUIPMENT SIGN-OUT

Each audio studio and editing facility has its own reservation, sign-in, and sign-out schedule. Please be sure you understand when equipment is due back before leaving the Equipment Distribution Center or Audio Annex.

No studio microphones, editing, or other postproduction equipment may leave 180 Tremont Street at any time. All such equipment is to be returned at the end of edit sessions.

RESERVATIONS

Students are encouraged to reserve equipment and facilities ahead of time. The following rules are structured to assure that all students have access to the equipment and facilities:

- Reservations must be made in person and not on the telephone.

- Reservations may extend no further than 2 weeks from the current day, except for advanced level students.
- Consecutive periods may not be reserved; reservations may not be extended.

PRODUCTION, EDITING, AND POST PRODUCTION EQUIPMENT RESERVATIONS

- Reservations are held for 1/2 hour. After this time the reservation is cancelled and is made available to other students.
- One equipment reservation, or two edit reservations, per student, per week is allowed.

PENALTIES

Because of the limited amount of equipment and facilities, an equitable rotation among students must be maintained. Proper use and timely return by everyone is essential. It is therefore necessary to enforce the following penalty system:

- Students will lose all borrowing privileges for one week (first offense), or 2 weeks (second offense), and all reservations, (this is known as being docked) for the following:
 - Cancellation less than 4 hours in advance, or failure to show up for reservations.
 - Late return of equipment - anything over 5 minutes.
 - Improper or careless handling, use, or repacking of equipment (dirty, broken or missing parts, etc.).
 - Misuse of facilities (for example, leaving editing tape on counters, trash on floor, etc.).
 - Eating, drinking, or smoking, in edit facilities, etc.
 - One warning, in lieu of docking, may be given at the discretion of EDC staff.
- Students will lose all borrowing privileges for the rest of the semester, or 2 months, whichever is longer, (permanently, in the severest cases) for the following:
 - A third offense warranting docking.
 - Any gross misuse of equipment or facilities, especially that which seriously impedes the use of the equipment or facilities by other students.
 - Late return of equipment by 1 working day, or more.

Note: In addition to the above penalty, such tardiness results in the incursion of late fees, based on current EDC rates, up to the full replacement cost of the late equipment.

LOST, STOLEN, OR DAMAGED EQUIPMENT

- Students signed-out for equipment/facilities that are then lost, stolen, or damaged incur the following:
 - Financial obligation for the cost of the equipment.
 - Immediate revocation of borrowing privileges until the student arranges to reimburse the college.
 - Withholding of grades and transcripts and loss of course registration privileges until the student reimburses the college.

Any changes or clarifications to policy and procedures will be posted on bulletin boards at the Equipment Distribution Center.

LATE FEES

There is a 4-tier late fee system on the Late Fee Rate Card:

Tier 1 = \$25 / Hour:	All video and film cameras.
Tier 2 = \$100 / Day:	All still cameras; Arri lighting kits; DAT and DVD audio recorders; O'Conner tripods; studio microphone kits; film splicers.
Tier 3 = \$50 / Day:	Elemental/Tota light kits; Bogen tripods; individual Mole lights; Mole lighting kits; video monitors; battery belts; battery bricks; shotguns, handheld, and lavalier microphones; non-DAT/DVD audio recorders; light meters; mini disc recorders.
Tier 4 = \$15 / Day:	Equipment manuals; XLR cables; all other non-belt batteries, boom poles; headphones; Ultralites.

- Late fees begin to accrue after 1 hour late. Late fees are accrued during hours that the EDC is open.
- Late/damage fees are payable by cash, ECCash, or check written to "Emerson College".
- Any personal checks that are returned from the bank due to insufficient funds will result in a \$25.00 fee.
- Late fees will accrue up to the monetary replacement value of late equipment.

Additions and updates to this document will be posted on the EDC bulletin board.

SAVE THIS DOCUMENT FOR FUTURE REFERENCE

SHOOTING POLICIES AND PROCEDURES

INTRODUCTION

Version 12/18/08

All Emerson College students must adhere to the policies and procedures associated with shooting film/video and/or recording audio and for securing permission to do so:

- On Emerson College Property
- On Public Property
- On Non-Emerson College Private Property (Request for Certificate of Insurance)
- In the Tufts PPC Studios or Journalism TV Studio

Any revisions to the Shooting Policies and Procedures and forms may be found at the TRF web site:

- www.emerson.edu/trf - select "Policies/Forms"

or you may pick up a copy at the:

- Equipment Distribution Center (EDC) 1st floor, Little Building
- TRF Studios Support Office, 8th floor, Tufts Performance & Production Center, Rm. 814
- Journalism Television Facilities (JTF) Support Office 6th floor, Walker Building, Rm. 631

At least two weeks prior to a location shoot students should submit the appropriate permit request to Timothy McKenna, Equipment Distribution Center Manager, for processing. These policies and procedures apply to student organizations, The Emerson Channel, Emerson Productions, faculty, students and staff.

Shoots may not take place in hazardous locations at any time that could cause injury to cast and crew or damage to Emerson College equipment.

Location film and video production carries risk. While you may make every attempt to exercise safety precautions on a location shoot, you may be held legally and financially liable in the event of an accident that happens as a result of that shoot.

NOTE:

- The College does **not** provide insurance for equipment on loan from the Equipment Distribution Center (EDC).
- The College does **not** provide insurance on equipment rented outside the College.
- The College does **not** provide workman's compensation insurance for talent including members of SAG and AFTRA.

This is your financial responsibility.

PENALTIES

Violations by students of the following policies and procedures may result in one or all of the following actions:

1. Suspension of production activities.
2. Formal charges and disciplinary action by the College as outlined in the Student Handbook.

SHOOTS THAT REQUIRE SPECIAL PERMISSION

1. Shoots that require the use of firearms (real or prop), smoke or fog machines, live animals, or young children *require special additional permission*.
2. Shoots that require access to buildings or locations after hours may require special additional permission.
3. If you are traveling with Emerson College equipment outside of the United States you will need to pay the premium for property insurance and provide the manager of the EDC an insurance certificate showing that the value of that equipment is insured for the duration of that travel.
4. Timothy McKenna, Equipment Distribution Center Manager, TRF, (617-824-8349), can provide procedures that outline requirements for these special requests.

SHOOTING ON EMERSON COLLEGE PROPERTY

Version 12/18/08

1. To insure that the College and its students are in compliance with City of Boston fire regulations and Massachusetts special effects regulations - fires, candles, smoke, cookies, squibs, black powder charges, fireworks, explosive devices or any other flame producing items are **not permitted** on College property.
2. Students are prohibited from making permanent alterations or modifications to Emerson College structures. The use of any prop, set item, special effects apparatus or any other device of any kind that may result in damage to Emerson College property is prohibited. Students are advised to consult with their instructor and Timothy McKenna for specific permissions and prohibitions.
3. Use of props and set pieces in Emerson College buildings may require you to adhere to the ***Emerson College Policies Relating to use of Performance and Rehearsal Facilities***. This document can be downloaded at www.emerson.edu/trf in the policies and forms section.
4. Shoots may **not** be conducted in the following areas:
 - Inside the lobbies of buildings
 - On stairways
 - Anywhere else where building egress might be blocked in any way.
 - Anywhere else where building operation might be impaired in any way.
 - In front of or inside building elevators
 - In any corridors
5. Certain areas within specific College buildings are **off-limits**:
 - At the Walker Building, 120 Boylston Street
 1. In the Emerson College Library
 - At the Little Building, 80 Boylston Street:
 1. Basement, College Fitness Center.
 2. 1st Floor, Main Lobby
 3. 2nd Floor, Mezzanine
 4. 2nd Floor, Dining Hall & Function Rms.
 - At 216 Tremont Street:
 1. Inside the Bill Borden Theater and Auditorium
 - At the Tufts Performance and Production Center
 1. Semel Theatre lobby
 2. Huret and Spectre Gallery
 - At 150 Boylston Street
 1. Floor L3
 2. Floor L2
 3. Floor 2 – The Quiet Lounge
 4. Floor 2 – The Café
 5. Floor 1 – Loading Dock, Laundry Room, Lobby, Entry Lounge Area

All reservable rooms and common rooms in Student Activities managed properties (**Campus Center** at 150 Boylston St. and the Cabaret at 80 Boylston) may be used with permission of Sara Sheckles, Director of Student Activities/Union at 150 Boylston St. (617-824-8680).

“SMALL SHOOT”

An ON-CAMPUS “small shoot” may be performed on the Emerson campus without a permit if the following criteria are met and above restrictions are not violated:

1. Single camera on tripod or hand-held camera or audio recording device.
2. Shoot or recording will not interfere with scheduled classes, the conducting of normal business or other activities of the College.
3. Maximum number of cast: 1, and crew: 1.
4. No peripheral shooting equipment (Nagra, cables, lights, reflectors, C-stands, etc.).
5. Cast and crew will exercise appropriate judgment, and will seek permission of the appropriate persons.

If your shoot does not meet the criteria of “small shoot” you must apply for a permit to shoot on College property. In order to obtain a permit:

1. **Complete request form A1** (Request for On-Campus Location Permit).
2. Submit the completed form and your script to your instructor for his or her signature.
3. Submit the signed form to Timothy McKenna, Equipment Distribution Center (EDC) Manager, at least two weeks before the shoot.
4. Mr. McKenna will direct the applicant to Property Management or the appropriate building manager. You may be contacted with questions about your shoot. If approved, he or she will return the form to you. You may be required to speak with a representative of Emerson College Public Safety regarding fire and safety regulations.

Mr. McKenna will contact you and make arrangements for you to pick up the Emerson College Location Permit.

Please note that shooting in the Journalism Television Studio or the Tufte PPC Television Studios requires a separate permit process (see below).

SHOOTING IN THE TUFTE PPC OR JOURNALISM TELEVISION STUDIOS

Any use of the TV studios and control rooms except for classes requires a permit application.

Use form A4. After filling out the form please turn the form in to the appropriate studio manager:

PPC TV Studios: Antonio (Tony) Ascenso, Room 814 • Journalism TV Studio: Timothy MacArthur, Room 631

A copy of the complete updated TRF policy statement and forms can be obtained by visiting the TRF website: www.emerson.edu/trf - then select “policies/forms”.

Questions?

Please make an appointment to see Timothy McKenna, Equipment Distribution Center Manager, Television Radio and Film Production (TRF), Emerson College, Little Building, 80 Boylston Street, 1st Floor, Phone: 617-824-8349, fax: 617-824-8817, or email:

timothy_mckenna@emerson.edu

or call Jane Pikor, Production Manager, Television Radio & Film Production (TRF), phone: 617-824-8936, fax: 617-824-8856, or email: jane_pikor@emerson.edu.

There is a specific process required to film or tape on public property in the City of Boston, and other cities in the Commonwealth of Massachusetts. License fees and other permits may be required by the police departments, fire departments, departments of public works; parks and recreation departments, and/or neighborhood associations. It is the responsibility of the producing student to obtain these permits and authorizations.

SHOOTING ON PUBLIC PROPERTY IN THE CITY OF BOSTON:

A “small shoot” may be performed in the City of Boston, the Esplanade, Boston parks, and the waterfront without a permit if the following criteria are met:

1. Single camera on tripod or hand held or audio recorder.
2. Shoot will not obstruct pedestrian access on sidewalk or obstruct street.
3. Maximum number of cast: 2, and crew: 2.
4. No peripheral shooting equipment (Nagra, cables, lights, reflectors, C-stands, etc.) In other words the shoot would be similar to tourists shooting on vacation in Boston.

If the shoot does not meet these criteria you must fill out a City of Boston Film Office Permitting Request Form and then contact the office to schedule an appointment: To schedule an appointment call Patte Papa, City of Boston Film Director, Phone 617-635-3911, Fax: 617-635-4428. The Boston Film Office is located at Boston City Hall, Room 802. Information and the City of Boston Permitting Request Form can be found at:
<http://www.cityofboston.gov/arts/film/permitting.asp>

If this video or film shoot is for your required course work:

The City requires you submit the **City of Boston Film Office Permitting Request Form** and **Emerson College Form A2** “Request for Public Location Permission” with the appropriate signatures. You are then eligible to utilize the certificate of insurance and the bond the City Film Office has on file.

If this video or film shoot is not part of your required course work:

1. **Fill out form A3** (Request for Certificate of Insurance) complete the form with the appropriate signatures. Please include names, address, and contact info of the property owner/landlord.
2. **Fill out a City of Boston Film Office Permitting Request Form.**
3. For protection against possible damage to city property, Emerson College provides a bond with a minimum security of \$5,000.00 issued to the City of Boston. To acquire a copy of this bond, please contact the Emerson Department of Purchasing and Risk Management, 617-824-8590. The request for this copy may take at least 48 hours to process.
4. Submit the forms to Tim McKenna at the TRF Equipment Distribution Center at least two weeks prior to your shoot. Certificates that are presented too late will not be processed by the Emerson Department of Purchasing and Risk Management. Once processed the completed certificate will be emailed as a PDF file to the applicant. The PDF form can then be printed, faxed, or forwarded by the student as needed.
5. Call the Boston Film Office to schedule and appointment 617-635-3911. Bring the

Certificate of Insurance, the Bond, and the City of Boston Film Office Permitting Request Form to Patte Papa, Film Director, City of Boston Film Bureau. The Boston Film Office is located at Boston City Hall, Room 802. Information and the City of Boston Permitting Request Form can be found at:
<http://www.cityofboston.gov/arts/film/permitting.asp>.

This procedure above is to be followed for all City of Boston locations except those listed below:

Shooting in Boston Parks, MBTA Property, and Logan Airport Property

Call one of the appropriate people to apply for a permit. Fill out form A2, obtain the appropriate signatures, and provide the A2 form to the appropriate person below. They may require a letter of request (re: who, what, where, when, why, equipment, etc.) and a fee.

City of Boston Parks: including Boston Public Garden, Boston Common, Commonwealth Mall, and The Esplanade: Call Margaret Ings, Office of Government and Community Relations, Emerson College. Phone: 617-824-8299. Fax 617-824-8943; mail to: 120 Boylston St. Boston, MA 02116, or hand deliver to 120 Boylston St. Suite 203.

MBTA: MBTA Public Affairs Office, Lydia Rivera, phone 617-222-1510, fax 617-222-4539. or mail: MBTA Public Affairs, 10 Park Plaza, Boston 02116

Logan Airport: Massachusetts Port Properties, Dorothy Connolly-Steele, phone 617-568-3705, fax 617-568 3703.

The Massachusetts Film Bureau may assist you with information and contacts for shooting in other cities and towns outside Boston and give you additional information: Their web site is: <http://www.massfilmbureau.com> or phone: 617-523-8388. The Massachusetts Film Bureau is located at 198 Tremont Street, PMB#135, Boston, MA 02116

Questions?

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SHOOTING ON PRIVATE PROPERTY

Version 12/18/08

You can shoot pictures of private property from public property without permission. If you want to go on private property you must ask the owner for written permission. If you do not receive written permission from the owner or his/her official representative you may be trespassing. If you are going to use the final product for commercial purposes, you must also make that known to the owner.

If the property owner asks that you provide a Certificate of Insurance (proof of insurance) for Emerson College please **fill out Form A3**, Request for Certificate of Insurance, and return it to Timothy McKenna at the EDC, 1st Floor Little Building - 617-824-8349. You must present this form to Tim McKenna in person, by appointment. Forms dropped off will not be processed. Certificates of Insurance will be emailed to the applicant. After the form is signed by Tim McKenna, the student will deliver the completed form to the Emerson Department of Purchasing and Risk management on the 13th floor of the Ansin Building, 180 Tremont St.

Questions?

Please make an appointment to see Timothy McKenna, Equipment Distribution Center Manager, Television, Radio, and Film (TRF), Emerson College, Little Building, 80 Boylston Street, 1st Floor, Phone: 617-824-8349, fax: 617-824-8817, or email: timothy_mckenna@emerson.edu

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