

## Basic Production Safety Guidelines & Agreement for Media Productions

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If you are taking a Tisch Open Arts or Collaborative Arts course that involves the use of video and/or audio recording, for the purposes of documenting public activity and/or recording actors in staged scenes, you must adhere to the following **NYU Basic Production Safety Guidelines**. **YOU MUST READ THE FOLLOWING GUIDELINES COMPLETELY and then digitally SIGN and DATE** the last page of this document to acknowledge that you have read and understood all of the information contained herein.

**\*\*\* PLEASE NOTE - For Fall 2021**, additional restrictions are in place according to current **CDC** guidelines for **COVID-19 prevention**. Please follow all current NYU and CDC Covid safety, masking, and social distancing guidelines that are in place at the time of your media production work. (If you are allowed in your class to create longer film style productions, you can find additional production details for NYU Covid safety guidelines within the Production Safety document for Open Arts/Collaborative Arts film production classes – Beginning and Advanced Film Production Safety Documents Link can be provided by your instructor.)

### **BASIC PRODUCTION SAFETY GUIDELINES**

**Media Recording in Outdoor Public Spaces.** Due to the small size of your productions, you are permitted to record media outdoors in NYC, in public areas, while following the NYU Basic Production Safety Guidelines. You must also follow all local government rules and regulations in regards to filming/recording on public property, including the New York City Mayor's Office. In general, you do not need a permit if you are filming/recording on NYC property (including sidewalks), provided your production is of limited size and scope, you have only a handheld camera or recording device, and/or a simple tripod and basic media support. You cannot block off sidewalks or streets, impede pedestrian or street traffic, use drones, use lights, dolly track, or do stunt work. For additional information about when a permit is needed, visit the NYC permits page. [NYC permits page](#).

**Be safe. Use Common Sense.** For all Media Recording anywhere - you are expected to work safely and use common sense while you shoot. If the situation feels unsafe, it probably is. **DO NOT TAKE RISKS, DO NOT ACT IN AN UNSAFE FASHION.** Never set up or operate equipment on a road or street meant for traffic or moving vehicles. Working safely does not mean you cannot be creative. Creative solutions to production limitations can always be found! Please consult with your instructor.

**Media Recording in your Residence.** Introductory media courses are permitted to record media in your own residence, or in a classmate's residence if you are working together. If you

have roommates, you must have their permission as well. If your residence is an apartment or condo, you are not permitted to film in any common areas, such as stairwells, without the written approval of your landlord. You must consult with your instructor to determine if this type of filming is allowed in your specific course. If you require any of these permissions from roommates, classmates, or building owners, you must acquire their signatures on the [NYU Location Agreement](#).

**Media Recording inside Private Locations, other than your own residence.** Location agreements are required in advance for media recording in a private location. In general, only advanced level film/media production courses are allowed to use private locations, but if there is a special circumstance in a general course where a location agreement is necessary, the student must consult with their instructor to gain special approval. An exception to this occurs when a student is documenting an outdoor activity and then proceeds to follow their documentary subject and film in a private location. In these situations, students must gain approval by the owner on the spot, by having them state on camera - their name, the date, contact information, and approval. The owners should also sign the NYU location agreement, if available. [NYU Location Agreement](#).

**Media Recording on Campus:** No filming or media acquisition is allowed on NYU property without permission from your instructor and the department where you intend to film or record media.

**Production Area and Work Hours:** All media productions must stay within a 100-mile radius from Tisch, 721 Broadway, or from their residence if attending class remotely. All student media productions are limited to 12 hours total, including travel, with first meal break after at least 6 hours.

**Film/Photo/Media Releases :** All actors, or documentary subjects being recorded on media, must sign the NYU Film/Photo Release giving you permission to use their likeness. **Link here:** [Film/Photo Release](#). If it is necessary to gain approval from a documentary subject on the spot, students must have the subject state on camera - their name, the date, contact information, and their permission for you to use their likeness. Digital/electronic signatures are acceptable. Please note, while filming in public spaces, only the clearly featured subjects of your project are required to sign releases. Please consult your instructor for more specific advisement as to who to have sign media releases.

**SAG-AFTRA (union actors):** Introductory level courses are not allowed to use SAG-AFTRA actors.

**Working with Child Actors and subjects who are children.** Introductory level courses are not allowed to use child actors unless the child is related to the student who is recording the media for their class project. For these children, and for students documenting real life activity with a child, students must have both the child and the child's parent or guardian sign the NYU

release for minors. Link here: [NYU photo release for minors](#). Please note: All students who may work with or around children must read the NYU document concerning the protection of minors. [Link here - Protection of Minors Training document](#). Any child under the age of 16 must be accompanied by a parent or legal guardian at all times. 16 and 17 year olds may be unaccompanied, but their parent or guardian must sign the [NYU Acknowledgement of Risk and Release and Waiver of Liability Form](#).

**Nudity, Partial Nudity, Sexually Explicit Content:** Performers must be made aware of nudity, partial nudity or sexually explicit content before they arrive on set. In advance of the shoot, the performer must sign a photo release and write in a description of the required nudity or sexual content. For example “I am aware that this role entails a scene where I will remove my shirt.” Non-union actors can sign the NYU Photo Release and should write in a description of the explicit content. [Link here - Film/Photo Release](#).

**NO Fire, Pyrotechnics, or Weapons:** Fire, explosives, weapons or simulated weapons of any kind including guns and knives are not allowed in any public areas. This includes toy guns or knives or simulated bomb elements that appear to be real. Use of toys or simulated weapons may be allowed inside your own private residence but you must gain prior approval by your instructor.

**NO Water Immersion Scenes:** Scenes that depict swimming, full immersion in water, or filming within any body of water (lake, river, creek, ocean, pond, swimming pool, dock, pier, etc.) are not allowed. Do not use 110 volt plug in powered lights in rain, standing water, in any bathrooms, or near any water that a light may fall into. Cameras are not allowed in the water or near enough to fall into the water.

**NO Rooftops, Balconies, Bridges, or other High Altitudes, without prior approval:** Any scenes taking place on rooftops, balconies, fire escapes or any such elevated property are not allowed, unless the elevated property has 42 inch or higher safety railings and is used as an approved pedestrian area. You must gain approval from your instructor for any rooftop or high altitude filming.

**NO Actual Fights & No Physical Stunts:** Rough physical contact, fighting, combat martial arts, and/or dangerous physical stunts are not allowed. If fighting or rough physical contact is simulated only, it must be planned in advance and the means of simulation must be approved by the instructor.

**NO Physical Restraints:** Any use of rope, tape, zip-tie, or handcuffs as actual restraints is not allowed. This includes restraints to breathing such as gags, ropes around the throat, or plastic bags over an actor’s head. Any restraint must be entirely simulated and never in danger of actual restraint.

**NO Moving Vehicles or Subways:** No filming inside subways or on subway platforms. No filming inside busses, trains, cars, trucks, taxis, boats or other moving vehicles. Limited use of a cellphone camera, or small DSLR may be allowed within a private moving vehicle provided you are NOT the driver and you do NOT give any instructions, or directions, to the driver while they are driving. You must obtain special permission from your instructor for any such media recording inside a vehicle. Additionally, you can only use the cellphone or small DSLR while you are safely strapped in with a seatbelt or you can use commercially sold mounting hardware to mount the cellphone or DSLR on the dashboard.

**NO Actual Cigarettes, Alcohol, Drugs:** Actors depicted smoking or drinking must always use non-harmful prop substances as stand-ins. For any depiction of cigarettes, commercial herbal cigarettes must be used and the area must be well ventilated or outside. Depiction of alcohol is allowed using commercial bottles, but must use nonalcoholic liquid. Documentary subjects need not comply with these restrictions, but students involved in documenting real world activity are not allowed to request their subjects to smoke, drink or use any drugs as part of the student's media recording project.

**NO Hazardous Locations:** No filming at locations that are dangerous, structurally unsound or subject to extreme weather conditions. Some examples include abandoned buildings, warehouses, factories, cliffs, mountains, deserts or other similar locations.

**NO Illegal Activity:** If you plan to record media at a live event, such as a music performance, demonstration, or protest, you must gain approval from your instructor. If there is the possibility of illegal activity at any event, you must also get approval from your instructor to document that activity and/or record media in that area. If approved, students must scrupulously avoid participating in, assisting, directing or controlling in any way the activity in question. It is important to understand that NYU does not provide legal counsel for students arrested in connection with media projects. NYU may be able to point you to available legal resources depending on the circumstances.

**Exits :** When filming in a location, always identify exits and do not block any exits in any way.

**Attire :** Proper clothing is essential for all working crew members. Sneakers or boots are allowed, flip flops or sandals are not. When adjusting any practical light source, work gloves are required.

**Ladders :** Any ladder used must not exceed 7 feet. Always use with another person holding the ladder.

**Transportation** : Only public transportation and vehicles for hire, such as Uber and taxis, may be used for transporting production personnel and equipment. Rented vehicles are not allowed.

**Parks:** Please contact park managers before choosing to film in a park. Not all NYC parks are public; the Highline and Hudson River Park are examples of privately owned parks. Research any parks to find the owner or governing authority, whether you are in NYC or outside the 5 boroughs. For information on how to contact parks in or around NYC, visit the NYC parks page, <https://www.nycgovparks.org/permits/film-shoot-request>. You can also get information through the Kanbar FTV Production site - [LINK HERE - New York City Public Locations \(including Parks\)](#)

**Loss or Theft** : In case of equipment loss or theft, the incident must be reported immediately to the NYU Office of Public Safety at 212-998-2222. The incident must also be reported to the local police and a statement must be written for the department and sent to the class instructor and Open Arts/Collaborative Arts department (if necessary for any NYU equipment). If an insurance claim is necessary, the office of Risk Management and CSI must be contacted by the student.

**In Case of Emergency:** Contact NYU Office of Public Safety, 212-998-2222, or call 911.

**By digitally signing this document I acknowledge that I have read all the information listed above, that I understand the Basic Production Safety Guidelines, including the CDC and Covid-19 guidelines, and that I agree all projects I produce for class will follow these guidelines. I understand that I am responsible for providing my course instructor, and all appropriate areas of NYU Tisch School of the Arts, Open Arts/Collaborative Arts Department, with full disclosure of all the details of my production, and with any changes that occur that are relevant to the areas detailed above, and I agree that I will comply fully with the Guidelines and requirements at all times while my project is in production. I further understand that violating this Agreement will subject me to possible disciplinary review by the Academic Review Committee.**

**Student's Name (Printed)** \_\_\_\_\_

Student's Signature \_\_\_\_\_

Course Name / Professor Name \_\_\_\_\_

Date \_\_\_\_\_

**Please Email a copy of this signed document to your instructor**