

NESCom PRODUCTION POLICIES

All students must adhere to the policies and procedures associated with video and/or audio recording productions.

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1. General Policies

These policies and procedures apply to all current students and student organizations, NESCom Productions, and Husson University faculty and staff. Productions may not take place in locations that could be hazardous at any time that could cause injury to cast, crew, members of the Husson Community or damage to University equipment.

All students, faculty, and staff must complete a current EDC contract prior to borrowing equipment. A signed copy of the contract will be kept on file in the EDC.

Video/Film location productions that impact/disrupt the location's normal activity with a sustained footprint require approval **at least 2 days** prior to a location production. Students must submit the appropriate permit request to the supervising instructor for review.

On-Location video and film production carry risk. While you may make every attempt to exercise safety precautions on a location production, you may be held legally and financially liable in the event of an accident that happens as a result of that production. Please review all potential concerns with your instructor.

2. Penalties

Violations of the EDC Production Policies and Procedures and/or violations of the EDC Contracts may result in one or more of the following actions:

- Grade of 0 on the assignment
- Failing grade for the course
- Immediate suspension of production activities, including suspension from the EDC
- Disciplinary action under the student code of conduct by the University.

3. Productions Requiring Special Permission

3.1 Productions including the use of prop weapons

Definition: Prop weapons include but are not limited to: guns (non-firing, rubber and toy), knives, swords, daggers, spears, bows and arrows, crossbows, slingshots, nooses, handcuffs, shackles, restraints, and any other implements fashioned or used in a threatening manner, whether capable of inflicting actual bodily harm or not.

No use of prop weapons of any kind is allowed in a production without the express written permission of the NESCom's Dean's Office.

Prop weapons are not permitted during off-campus filming or recording. Requests for the use of prop weapons in on-campus filming must be attached to the On Campus Film Production Form to the instructor, NESCom Dean, and campus security office. In some instances Husson Campus Safety and Security may require the presence of a Security officer during production. In some instances the presence of a security officer may involve cost to the production effort.

3.1.1 Storage/Transport of prop weapons

One designated student will be responsible for oversight of all prop weapons used in a film on campus. At least 48 hours prior to production, students must submit a written transportation plan to the NESCom Dean and Husson Campus Safety and Security which lists each date that a prop weapon will move between locations. The responsible student must retain responsibility for the prop weapons off campus until two hours prior to the daily production beginning. Campus security must be notified at the time of transport of prop weapons and with details of route and vehicle description. The student will go directly to campus security office in order to coordinate with the officer on duty for inspection (safe rendering) and transport of the prop weapon to the production location. Use of the prop weapon on campus will be in accordance with Safety and Security requirements.

When daily production completes and the prop weapon has been removed from campus, following the submitted transportation plan, campus security will be notified. **At no time may prop weapons be stored in a student's university supplied room/residence.**

3.1.2 Banned items

No firearm may be used that is capable of firing projectiles in any form. There will be no use of blanks, caps, or any other explosive device. Any and all gunshots must be accomplished through the use of sound effects.

No weapon will be allowed that is capable of firing a projectile, such as a bow and arrow or crossbow. All such weapons must be incapable of firing and used for visual effect only.

No cutting implements will be allowed unless the cutting edges/points have been dulled and rendered incapable of cutting or piercing. No retractable knives or swords will be allowed.

Use of actual weapons of any kind on any Husson University production is prohibited, including, but not limited to: incendiary / explosive devices, any knife, sword, or any other kind of stabbing weapon; or any other personal restraint tools; handguns, rifles, shotguns, BB guns, pellet guns, or any gun firing any type of projectile.

3.2 Staged Combat

Staged combat is defined as any physical confrontation, armed or unarmed, in which bodily harm is represented. Slapping and shoving can easily cause injury and are considered to be stage combat. Self-injury is also considered to be staged combat. The Assumption of Risk and Liability Waiver as well as the On Campus Film Production form are required to be filled out and submitted for all persons involved.

3.3 Acrobatics and Stuntwork

Some types of non-violent physical activity also carry increased risk. Student productions, including films, videos, or any other moving image representations planning to involve any type of heightened physical activity such as acrobatics, stuntwork, pratfalls, etc. should contact their faculty or staff advisor as early in the process as possible, and must receive permission before including these in their rehearsals or filming. The Assumption of Risk and Liability Waiver as well as the On Campus Film Production form are required to be filled out and submitted for all persons involved.

3.4 Locked or after hours access of University property

Productions that require after hours access to locked buildings or locations will require special additional permission and documentation, and coordination with the office of Safety and Security.

3.5 Productions traveling outside the United States

If you are traveling with NEScom equipment outside of the United States, special permission from the Dean is required.

3.6 Miscellaneous production situations

Productions including smoke or fog machines, live animals, or young children will require special permission from the appropriate faculty and in some cases the Dean of NESCom and/or the Director of Safety and Security 2 days PRIOR to production.

If you feel you might have an idea for a production and are not sure what is required, please ask your instructor for guidance.

4. Production on Husson University Property

To have a production that impacts/disrupts the location's normal activity with a sustained footprint on Husson University property you must begin by filling out the On Campus Film Production Form.

A production that will not impact the location's normal activity does not require the On Campus Production Form but should inform Husson Campus Safety and Security prior to undertaking production.

Please submit the completed form and your project script to your instructor for his or her signature and then Campus security office for additional signatures **at least two days prior to the requested production date.**

To insure that the University and its students are in compliance with City of Bangor fire regulations and State of Maine special effects regulations - fires, candles, smoke, squibs, black powder charges, fireworks, explosive devices, or any other flame producing items are not permitted on University property.

Students are prohibited from making permanent alterations or modifications to Husson University structures refer to Section II for penalties. The use of any prop, set item, special effects apparatus, or any other device of any kind that may result in damage to Husson University property is prohibited. Students are advised to consult with their instructor for specific permissions and prohibitions.

Productions may not be conducted in the following areas:

- In rest rooms (without prior permission)
- Anywhere where building egress might be blocked in any way
- Anywhere where building operation might be impaired in any way
- Administrative office areas (without prior permission)
- Dining Hall (without prior permission)

4.1 Production in the NESCom Television, Audio, and Hart Studios

Any use of the TV, Audio, Hart studios and control rooms outside of class time require a student to schedule a reservation. Available reservation times can be found on the studio doors.

4.2 Production in the Residence Halls

For productions taking place in the residence halls, all students must fill out the On Campus Film Production Form and follow the requirements in Section 4 as well as informing the RA/RD of the residence hall selected for production.

Requests from commuter for filming in the residence halls will only be considered if the filming is scheduled to occur in the room of a cast/crew member and that resident agrees in writing to serve as the host responsible for the project and any non-residents involved in the production.

5. Production on Public Property in Maine

You may be required to fill out the appropriate permits 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 and turn them in with the assignment for grade.

If a video or film production is taking place in a public location in the State of Maine:

- The Town or City may require you to submit for a permit with the appropriate signatures. Contact the municipality's city hall/town office, police, sheriff, and/or fire department to find out what the expectations are. It is the responsibility of the producing student to obtain these permits and authorizations and turn them in with the assignment for grade.
- National and State parks are not "public property" when it comes to production. All Federal and State run land requires prior authorization and the production be covered by General Liability Insurance.

6. Production in Bangor International Airport (BIA) and Property

All Productions at BIA must be coordinated through the assigning faculty member. No student shall seek permission without first the express written consent of a supervising faculty member.

7. Production on Private Property in Maine

You can acquire video/film 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 are trespassing.

The property owner retains the right to rescind permission or alter a location agreement at anytime.

8. Journalism & News-gathering

Productions whose end-use purpose is newsgathering, sports reporting, and reporting on non-fictional events (Journalism) are not required to obtain permits. They must however confine production to public property with minimal impact upon public way. If the desire is to obtain footage only accessible from private property the producer must receive permission from that property's owner.

Traditional newsgathering production consists of a single camera(video), handheld recorder (radio/print/web), tripod/mic stand, stick mic and/or lavalier microphone, and on-camera/small light. Video crew traditionally consists of a reporter and camera operator. Radio/print/web traditionally consists of a single journalist or photographer.

9. Small UAS (Drone) Use

The Federal Aviation Administration (FAA) outlines different regulations for hobbyists and commercial (paid) operators. As of August 29, 2016, new regulations regarding commercial Small UAS operation take effect. For summary information please visit <https://www.faa.gov/uas/>

9.1 Students holding commercial clearance

Students who currently hold commercial clearance from the FAA to operate are expected to adhere to all Federal, State, and local laws governing flight and production for anything produced for class work/credit. The university requires the following to be submitted to the instructor **prior** to FAA commercially cleared Small UAS use for class work/credit:

- Script or outline that highlights the scenes containing the use of a Small UAS
- Pilot's name
- FAA Commercial credentials (Pilot's License, Sec. 333 Exemption, Part 107 with any issued exemptions)
- FAA registration number of Small UAS
- Physical location of Small UAS production
- Date and time of Small UAS production
- Preflight plan (i.e. Google Maps)

Following production, flight metadata resulting from all production flights must be backed up by the student and must be electronically supplied by request or as part of the completed project.

9.2 Students who do not hold commercial clearance

Students who do not hold commercial clearance from the FAA are considered a hobbyist and are not cleared to operate commercially (paid). A student may still utilize a Small UAS for production as long as they adhere to the FAA's hobbyist's guidelines:

- Small UAS must be registered with the FAA and marked appropriately
- The pilot must be 13 years of age or older
- A US Citizen or legal permanent resident - (Visiting foreign nationals must register their UAS upon arrival in the United States (online registration serves as a certificate of ownership).
- Fly at or below 400 feet or a max altitude as defined by airspace class
- Keep your UAS within sight
- Never fly near other aircraft, especially near airports
- Never fly over groups of people
- Never fly over stadiums or sports events
- Never fly near emergency response efforts such as fires
- Never fly under the influence
- Be aware of airspace requirements

In addition to the FAA guidelines, the university requires the following to be submitted to the instructor **prior** to FAA non-commercial cleared Small UAS use for class work/credit:

- Script or outline that highlights the scenes containing the use of a Small UAS
- Pilot's name
- FAA registration number of Small UAS
- Physical location of Small UAS production
- Date and time of Small UAS production
- Preflight plan (i.e. Google Maps)

Following production, flight metadata resulting from all production flights must be backed up by the student and must be electronically supplied by request or as part of the completed project.