



Loyola Marymount University
School of
Film and Television

**FIREARMS, WEAPONS, HAZARDOUS OR EXPLOSIVE MATERIALS
POLICY ACKNOWLEDGEMENT**

The Director of the project, _____ hereby acknowledges the use of prop weapons poses significant risk to student filmmakers, their crew and the public. The School of Film and Television's policy prohibits the use of any actual firearms, weapons, hazardous or explosive materials. Permission to use firearms in a student film or video must be obtained in advance from the **Head of Production.**

The director acknowledges that any prop firearm must have a plugged barrel. No props, toy or simulated weapon may under any circumstance be able to fire any projectile (including, bb's, blanks, pellets, etc). The Director further acknowledges that all potentially hazardous weapons including, but not limited to, knives, swords, bats and must be substituted with fake weapons.

For off-campus projects, a film permit from the appropriate government agency (i.e. Film LA) must be obtained that **specifies the use of prop weapons on the permit.** The Director will notify the respective city or county law enforcement agency of the use of prop or simulated firearms or weapons of any kind. **Proof of this notification must be provided to the Production Administration (HoPA) office prior to receiving the "green light".**

On-campus projects involving the use of weapons must be approved and the weapon must be inspected by the Department of Public Safety (DPS). If the scene(s) are taking place in a public or open space (roads, Burns Rec Center, etc.) or requiring access by Department of Public Safety DPS after hours then a DPS officer will be required on set. If the scene is confined to a room, then an officer will not be required.

*Note: As of Spring 2021, current rates for DPS Officers have a 4/hour minimum. Rates may change without notice.

> 72 hours' notice \$22.03/hour

< 72 hours' notice \$33.04/hour

On Set the following proper use and handling of prop firearms or weapons must be observed at all times:

1. A member of the crew shall be designated Prop Master or Weapons Handler and have responsibility for transporting, handling, control, distribution and securing all prop weapons.

2. **The use of the specific prop weapon(s) must be noted on that day's Call Sheet.**
3. Before use on set, an announcement will be made to cast and crew that a prop weapon is about to be used.
4. Treat all firearms (including non-firing replicas and/or rubber guns) as though they were loaded.
5. Never engage in horseplay with prop firearms or weapons.
6. Unless being used for rehearsal or filming, the prop must be safely secured – never leave a prop weapon unattended.
7. All city, state and federal guidelines are applicable to LMU student use of prop firearms.

Director (Print Name): _____

Signature: _____

Date: _____

Production Title: _____

Production Number: _____