Prop Guns in DePaul Digital Cinema Student Films

There are two cardinal rules regarding guns:
1. Real Guns are NEVER permitted in ANY DePaul Student Film.
2. Live Ammunition is NEVER permitted in ANY DePaul Student Film.

The appearance of a prop gun in a student film must be approved prior to shooting.

A prop gun is any prop that appears to be a real gun or a prop that can be mistaken for a real gun, even at a distance. Prop guns range from non-functioning toys that make no noise, to functioning props that make noise and emit sparks or light.

Filming without having this form filled out and signed by your instructor BEFORE use of the prop gun will result in FAILURE from the course. Improper usage of prop guns that results in police or other local authority intervention will result in failure from the course. It is important to understand that police departments take the possession of firearms extremely seriously. Mishandling a prop gun (or a any prop resembling a gun), or failing to notify local authorities of the use of a prop gun, could result in police response and serious injury or even death.

Fill out this information:

- Project Title
- Director
- Date of Shoot
- Phone Number
- Email Address
- Instructor

Describe use of gun in screenplay:

Describe your filming plan:

Signature of Director:

Date:

Signature of Instructor:

Date:
• Appoint a student on your crew to act as “Safety Officer” to transport and supervise the safe use and handling of the prop gun(s).
• Do not play with prop guns and never point one at anyone, including yourself. Treat all prop guns as though they are loaded and/or ready to use.
• Prop guns should be kept in a secure place and only taken out for rehearsal and filming.
• Transportation of all prop guns should be in closed, specified containers in the trunk of your vehicle. Do not leave prop guns unattended or visible in vehicle or on set.

The use of prop gun(s) ALWAYS requires a Filming Permit from the city or town where you are filming.

From the Chicago Film Office: Police supervision is necessary for any traffic control, parking enforcement, and/or use of special effects/firearms. Police personnel can be arranged through the Chicago Film Office.

Rates:
* Police Personnel
  Sergeants - $35 per hr.
  Officers - $30 per hr.
* Police Officer Personnel
  Guaranteed 6 hours
  Time & 1/2 after 8 hours

• All productions MUST contact the local police jurisdiction notifying them of what you are filming, the location and time of the shoot, and the film permit number.

• Make certain the neighbors surrounding the location are aware of the use of prop guns in your filming. Posting signs “Student Filming in Progress” may be required.

If you are using prop guns that make noise:

• A Property Master or Prop Guns Handler with a Federal Firearms License (issued by the Bureau of Alcohol, Tobacco and Firearms) is required.

• Follow the directions of the Property Master and/or Prop guns Handler regarding all prop guns.

• The use of firearms and other prop guns may require special permits and/or operator certifications. Anyone that will be using a prop gun shall know all the operating features and safety devices. All prop guns must undergo thorough safety inspection, testing and cleaning on a daily basis by qualified personnel.

• Anyone handling a prop gun shall receive the proper training and know all operating features and safety devices.

• If firearms and other prop guns are used in filming, the Property Master and/or Prop guns Handler must meet with cast and crew and inform them of the safety precautions, as well as answer any questions. This meeting must take place prior to production.