Office of the Provost Policy for Use of the Wasserman Cinematheque
July, 2012

The Wasserman Cinematheque provides state of the art projection technology for film screenings for the Brandeis community. Requests for scheduling of the Cinematheque should be made through the Film, Television and Interactive Media program (FTIM), and scheduling priority is given to FTIM and other Brandeis academic programs. Oversight of the facility, including maintenance of its physical condition and all cinematic/projection equipment is the responsibility of the FTIM chair and executive committee in cooperation with the Senior Vice President for Administration. The FTIM chair reports to the Dean of Arts & Sciences on all issues concerning the scheduling and oversight of the facility.

Cinematheque availability is flexible to the extent possible given the programming needs of FTIM. The ability to schedule early screenings with accompanying appearances by directors, actors, or others requires short-term planning, and thus necessarily limits advance planning of other events during some periods.

In the spring semester the Cinematheque is reserved for use by FTIM between March 15th and May 1st with the exceptions listed in the paragraph below. During the fall semester (September 1 – Thanksgiving) the Cinematheque will be available for scheduling three weeks in advance of a proposed date. Tentative dates may be arranged earlier with the Chair of FTIM, with final confirmation taking place three weeks before the event.

During the restricted periods in the fall and the spring University programs may schedule in advance events that conclude by 4 p.m. Advance requests may also be made for Saturday and Sunday bookings of special events during these periods. At times other than the fall and spring restricted periods, the Cinematheque is available for use by University programs consistent with the other provisions of this policy.

No regularly-scheduled class, other than the core FTIM film class (FTIM 100a) or other FTIM courses approved by the program chair, may be held in the Cinematheque (individual class sessions requiring use of specialized technologies in the Cinematheque may be scheduled in accordance with the policy outlined here). Non-film academic events in the Cinematheque require restricted use of the stage in order to protect the screen from damage.

The Cinematheque must be booked with Conference and Events and the Office of the Registrar once reservations are approved by chair of FTIM, who will respond to all requests in a timely manner. Use of the Cinematheque requires engaging and paying the fee of a university trained/FTIM approved projectionist, who will have exclusive access to the projection room and equipment.

Non-academic units of the university, and non-university organizations, may request use of the Cinematheque consistent with guidelines above. Such bookings are subject to a fee schedule that will be posted on the Wasserman Cinematheque website. The fee will, in addition to the projectionist fee, consist of either a flat fee for use of the facility or a 50 percent share of door receipts for any event for which admission is charged. Receipts of such fees are to be shared by
FTIM and the university. Events that require unusual security or other arrangements may entail additional fees for such arrangements, all of which are to be paid to the university.