Office of the Provost Policy for Use of the Wasserman Cinematheque

November, 2016

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 the executive committee (http://www.brandeis.edu/programs/filmstudies/committee.html) in cooperation with the Vice President for Operations. The FTIM chair reports to the Dean of Arts & Sciences on all issues concerning the scheduling and oversight of the facility.

Cinematheque availability is open to the greatest extent possible given the programming needs of FTIM. During some periods the ability to schedule early screenings with accompanying appearances by directors, actors, or others does require short-term notice that may result in a conflict and require the re-scheduling of an event. During the fall semester (September 1 – Thanksgiving) and between March 15th and May 1st, use of the Cinematheque is restricted with the following exceptions.

During these restricted times 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. However, University programs interested in booking the Cinematheque during restricted periods where the event begins after 4pm will need to submit a proposed date/time and “rain date/time.” In the case of a conflict where the Cinematheque needs to be used for a previously unscheduled FTIM program event, the Chair of FTIM will contact the applicant no later than three weeks before their scheduled event and move their event to the rain date.

No regularly-scheduled classes, 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 since it is rather narrow and 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 booth 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.