

## **School of Theatre, Film & Television Policies, Information & Firearm Use Form**

**Weapon:** *Refers to any object or substance designed to (or which could be reasonably expected to) inflict a wound, cause injury, incapacitate, or cause death, including, without limitation, all firearms (loaded and unloaded, simulated and real), devices designed to expel a projectile (such as bb guns, air guns, pellet guns, and potato guns), swords, knives with blades 5 inches or longer, martial arts weapons, bows and arrows, and chemicals such as tear gas, but personal safety devices as defined are not included in the definition of weapons.*

Any request to use, possess, display, or store a weapon on university property in connection with university business must first be reviewed by the responsible Dean or Department Head

The Dean or Department Head may comment and shall forward the request to the provost at: [provost@arizona.edu](mailto:provost@arizona.edu)

The Request must then be forwarded to the Chief of Police of the University of Arizona Police Department in writing at least ten (10) days prior to the intended date of such use, possession, display, or storage.

The written request must have the following:

- Name of the requesting individual(s) and name(s) of individuals for whom the exception request is being made:
  - o Contact Information for the following individual(s), including:
    - Primary Telephone Number
    - Email Address
    - Mailing Address
- Identify the purpose of the request
- Identify how this request furthers the mission of the University
- Identify the weapon
- Identify the duration of the request
- Identify a responsible person
- Identify how the weapon will be secured
- Identify how the weapon will or may be used

The request will be evaluated by the Chief of Police or their designated representative, and a written decision rendered within ten (10) working days.

If the request is approved, the approval will include any conditions or restrictions necessary to require safety and consistency with the intent of the Arizona Board of Regents police.

If approval is given for an indefinite period of time, it must be renewed annually and reviewed by the requestor.

The University of Arizona Police Department will keep all approved requests on file and available for confirmation by police officers

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**School of Theatre Policies**

Rules for Firearms on Stage

1. Storage of Firearms
  - a. Firearms must be kept under multiple locks when actively not used in rehearsal or performances. Firearms must be locked in a locked box, which is locked in a restricted area. In the case where weapons are capable of firing blanks, ammunition, and weapons must be locked separately
  - b. Firearms should not be locked until directly before they will be used on stage. Firearms must be handed directly from the stage manager or designated crew member to the actor and back at the end of the scene. Firearms should NOT be left on a prop table unattended.
  - c. Access to firearms is to be restricted. Keys should be given to 1 or 2 designated people. These people will be designated by the Department Head overseeing the use of the weapon.
2. Safe Use & Handling of Firearms
  - a. Blanks can kill. Treat all firearms as though they are loaded. This includes real as well as prop guns. No prop firearm should ever be pointed at another individual and only be pointed offline.
  - b. All actors, technicians, and others who will handle the firearms must be given safety training by a qualified individual. In the case of rental firearms, request the training directly from the company from whom the weapons are rented.
  - c. DO NOT ENGAGE IN MISBEHAVIOR WITH ANY FIREARMS OR WEAPONS.
  - d. Maintain all safety devices in place until firearms are ready for use. Never leave a firearm unattended or lay it down unless actively performing or rehearsing.
  - e. Hand Loading or altering factory-loaded blank ammunition shall be done only by a person qualified to work on firearms. The loading of blanks should only be done by someone trained and instructed to do so.
3. Live Ammunition
  - a. Live ammunition is not to be used in the theatre. No exceptions.
4. Notification
  - a. Notification must be posted on a sign in the lobby entrance at every public dress rehearsal, preview, or performance announcing the use of firearms or weapons in the production.

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**School of Film & Television Policies**

- Live Ammunition, blanks, or real weapons are never to be used on UA student productions. No exceptions will be made
  - Only the use of prop weapons is allowed
  - Students must follow the Prop Weapons Use Guidelines guidelines and complete the request form before use.
  - Equipment reservations will not be authorized until the form is signed and approved.
  - Faculty of the School of TFTV reserve the right to deny students usage of a prop weapon, as well as all requests for prop weapons are at the discretion of the faculty.
1. On Set Procedures
    - a. Signs should be posted at the location, attended by a PA, alerting the community about the usage of prop weapons
    - b. Prop weapons must be kept in a locked box in a restricted access area
    - c. In the case where prop weapons are capable of firing blanks, ammunition, and weapons must be locked separately
    - d. Prop weapons should not be unlocked until directly before they will be used. The prop should be handed directly from the designated crew member to the actor, and back at the end of the scene. Prop weapons will NOT be left unattended.
    - e. Access to Prop weapons is to be restricted. Keys should be given to the designated crew member only
  2. Safe Use and Handling of Prop Weapons
    - a. All actors, technicians, and others who will handle the firearms must be given safety training by a qualified individual. In the case of rental firearms, request the training directly from the company from whom the weapons are rented.
    - b. Never point a firearm at anyone, including yourself. Never place your finger on the trigger unless you are ready to shoot. Know where and what your intended target is. If you or another person involved are moving, do NOT fire toward any other person.
    - c. DO NOT ENGAGE IN MISBEHAVIOR WITH ANY FIREARMS OR WEAPONS.
    - d. Maintain all safety devices in place until firearms are ready for use. Never leave a firearm unattended or lay it down unless actively performing or rehearsing.
    - e. Hand Loading or altering factory-loaded blank ammunition shall be done only by a person qualified to work on firearms

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**Prop Firearm Use Request Form**

Name: \_\_\_\_\_

Date of Request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**IF THE SCHOOL OF THEATRE,**

Production of Use: \_\_\_\_\_

Location(s) and Date(s) of Use: \_\_\_\_\_

(From the first rehearsal of use – closing performance, ex: 1/22/23-3/12/23)

**SCHOOL OF FILM & TV,**

Role on Film: (must be either, or both) \_\_\_\_\_ Director \_\_\_\_\_ Producer

Location & Dates of Shoot w/ Prop Weapon Need(s) (inc name of space)

**Location #1:**

\_\_\_\_\_

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Location #2:**

\_\_\_\_\_

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Location #3:**

\_\_\_\_\_

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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**Prop Firearm Use Request Form**

I acknowledge that I have reviewed the Prop Firearm/Weapon Guidelines for my designated school and all the information contained in this Request Form

\_\_\_\_\_  
Student of Use

\_\_\_\_\_  
Date

I hereby approve the use of prop firearms for the production/film shoot described above.

\_\_\_\_\_  
Supervising Faculty  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brant Pope  
Director, School of Theatre, Film & Television

\_\_\_\_\_  
Date

\_\_\_\_\_  
Andrew C Comrie  
Provost, University of Arizona

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designated Representative  
Chief of Police, UAPD

\_\_\_\_\_  
Date

*(Required if filming on UA property or if using a UA-owned prop weapon)*

\_\_\_\_\_  
Designated Representative  
Chief of Police, Tucson Police Department (or of appropriate police jurisdiction)

\_\_\_\_\_  
Date

*(Required if filming on a non-UA property or if using a prop weapon obtained from a non-UA source)*