



IMA Policy for Replica Weapon use in Productions

Under no circumstances are firearms, live ammunition, weapons such as knives or other items that can be seen as threatening or considered a weapon, allowed in the School of Image Arts.

In the event that the use of Replicas (*) of firearms and prop guns/knives/etc is requested for the purposes of production in the School of Image Arts, on Ryerson Campus or off-campus, and the IMA faculty advisor has been made aware, the following notification procedure is required. The student must first notify the City of Toronto Police of their planned intentions, followed by notification to Ryerson Security. Students must provide proof of the contact with Police with a badge number and name of the Police personnel with whom they spoke, to Ryerson Security.

In the case of the production being located outside of the Toronto region, students must contact the local Police authority and provide the same documentation to Ryerson Security.

One member of the production crew (ie Prop Manager, Production Manager) will be appointed to take responsibility for ensuring this process is followed and to provide proof of this to the IMA Operations Manager. It is important that all operations staff are informed about the scheduled use of this equipment.

The following guidelines must be followed, once notification as noted above is completed:

- Use of Replicas/prop guns/prop knives/squibbs must be contained to the Soundstage (IMA 301) or other authorized and enclosed space. Under no circumstances can these objects be visible outside of this space, throughout IMA or outside of the building.
- The student must be aware of hazards and have knowledge of safe handling and storage of prop weapons.
- The appointed member of the production crew will be responsible for securing, storage and use of prop weapons at all times. Such items cannot be left unattended at any time and when not being used, kept in a safe and secured location.
- A written notice must be placed on the doors to the Soundstage indicating that prop weapons are in use.

(*) From Theatre "Replica firearm: A replica firearm looks exactly or almost exactly like a firearm, but is not a firearm. A prop gun that is modeled to look exactly like an actual firearm may be classified as a replica. Replicas, except those of antique firearms, are prohibited"

***Ryerson Security is located on the 1st floor of the Victoria Building
416-979-5000 ext 5040, security@ryerson.ca**

I, _____, have notified Toronto Police and Ryerson Security about the planned use of replica weapons as required and indicated above and take full responsibility for the use of such items at all times.

Dated: _____

IMA Faculty Advisor: _____,

IMA Operations Manager: _____,