



The Creative School 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 Creative School.

In the event that the use of Replicas of firearms(*), and prop guns/knives/etc is requested for the purposes of production in the The Creative School on Toronto Metropolitan University (TMU) campus or off-campus, and an advisor in The Creative School has been made aware, the following notification procedure is required.

The student must first notify Toronto Police Services of their planned intentions, including date, time, and location of the event along with a detailed description of the proposed prop weapon. Students must provide proof of the contact with Police Services to TMU security security@torontomu.ca including a badge number and name of the Police personnel with whom they spoke.

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 TMU Security.

One member of the production crew (ie Prop Manager, Production Manager) will be appointed to take responsibility for ensuring all required details are completed, and to provide proof of completion to their faculty supervisor to be forwarded to a Creative School Manager. It is important that Managers are informed of the scheduled use of this equipment.

IMA students please contact Darren Cerkownyk dcerkownyk@torontomu.ca
RTA and Performance students please contact Lesley Salvadori lsalvadori@torontomu.ca

Once above notifications are completed and approved, the following conditions must be followed: • 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 The Creative School or outside of the buildings.

- 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. • Written notice must be posted on the door to the Soundstage or alternate designated room indicating prop weapons are in use. • Replica prop weapons must be accompanied by a certified declaration as props intended for theatrical/movie use • If rented externally, replica prop weapons must come from a professional rental house specializing in theatre/movie props and accompanied by certification/documentation as such.
- Integration of some replica weapons may require the accompaniment of a certified weapons handler. • Any use of replica or prop weapons must be intended for curricular purposes.

•Whenever possible, it is recommended that students replace the use of physical prop and replica weapons with virtual options added in post-production.

I, _____, have:

- notified Toronto Police Services and TMU Security about the planned use of replica weapons and completed all required conditions as indicated above and take full responsibility for the use of such items at all times.
- sent a SIGNED copy of this form to one of the Managers listed above.

Dedicated Production Team Prop Manager: _____.

The Creative School Faculty Advisor: _____,

Dated: _____

TMU Security Contact: 1st floor Victoria Building - 285 Victoria Street - 416-979-5040 - security@torontomu.ca

(*) 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 like an actual firearm may be classified as a replica."