RIT | MAGIC Spell Studios

POLICY: Prop Gun or Weapons on Campus for Film Production

Amanda Hughes - 2026-07-06 - School of Film & Animation Policies and Production Equipment Information

Using a Prop Gun or Weapon on Campus for a Film Production

RIT understands your film production may require the use of prop guns or weapons. It is our goal to support your creative expression while also keeping our community safe and informed. Because of this, RIT Public Safety has established the following policy for prop guns and weapons on campus.

Note

This guidelines below have been established by RIT Public Safety and RIT Risk Management. Both these departments must approve your use of prop guns or weapons on campus. **MAGIC and SOFA do not manage or dictate these policies, however, if you are filming in their facilities you must inform the facilities manager and receive their approval as well**.

Process and Requirements for use of Prop Guns, Weapons or Violent Scenes on Campus

1. Provide a description of **all prop weapons** and **relevant production details** (such as date, time, and location) to RIT Lieutenant Event Security Coordinator: Jim Entwistle at jxecps@rit.edu. Include photos if possible.

2. Ensure that prop firearms **are incapable of being loaded with any form of a projectile** and that **an orange or brightly colored barrel tip remains in place at all times.**

3. Prop fire arms **must not be capable of making a noise similar to the discharge of a fire arm**. Sound effects can be added in post.

4. Assign at least one person to manage prop weapons. **Prop weapons should be locked up and out of sight at all times when they are not being used in a recording session**. The prop weapons manager will be responsible for distributing, collecting, and accounting for all prop weapons. They are also responsible for ensuring appropriate behavior while prop weapons are being used.

5. The prop weapons manager will **contact the Public Safety Dispatcher at (585) 475-2853** when a **violent/disturbing recording session is about to begin** and/or when prop weapons are being used. The prop weapons manager will also **contact Public Safety Dispatcher again at the end of each session**.

6. **Signs must be posted at all pedestrian and vehicular access points to the area**. Signs will announce that a movie is being filmed in the area and that prop weapons are being used in the recording of scenes that may be disturbing to some people. The signs must be of a size to accommodate the message and should be capable of being read at least 10 yards aways. Signs should be designed to draw attention to them.

7. Any other form of prop weapon should not pose a true safety hazard. For example: no sharp edges or dangerous instruments.

8. Approval of this activity is also dependent on the endorsement of other University entities such as RIT Risk Management and facilities owners.

Warning

Please understand that behavior and perception play significant roles with respect to legal consequences when fake weapons are involved. **Brandishing a fake weapon that an unaware person reasonably believes is a real weapon, IS A REAL weapon as it pertains to legal culpability**. Understand that someone wandering through the area could misinterpret what is happening. Situations like these could create unintended panic that could have unintended consequences. **Taking the steps above will help mitigate this risk.**