



Guidelines for Members and Guests

Welcome to the NEW YORK SAG-AFTRA/WGAE FILM SOCIETY. Screenings take place at the Directors Guild of America (DGA) theater on 110 West 57th Street in Manhattan. Please review the following guidelines:

ADMITTANCE/SEATING POLICY

1. Admittance is by official tan-colored NY Film Society Membership card ONLY. SAG-AFTRA members must also present their paid-up SAG-AFTRA membership cards, if requested. Please note that cards are not transferable.
2. Doors open 30 minutes prior to each screening, except when a film's running time causes a short turnaround. Members and guests will be admitted in order of arrival. Everyone must stand in line. Should capacity be reached, those not admitted will need to try another screening.
3. Doors close promptly at the scheduled screening time or when capacity is reached. No one will be admitted after doors close.
4. Once your card is scanned, there will be no re-admittance if you leave the building.
5. **IMPORTANT:** Piracy is a major concern in our industry. The studios, DGA, and the Film Society have the right to refuse admittance to anyone who brings any video or audio recording device to the theater. We do not have a check-it system, so please leave them at home.

GUEST POLICIES

1. Only ONE member and ONE guest per card may be admitted.
2. Only the Film Society member who is named on the card is entitled to bring a guest.
3. All guests must be at least 16 years of age.
4. Guests must attend the same screening time-slot as their host Film Society member.
5. Members arriving before their guest for a regularly scheduled film may leave their GUEST'S NAME on the Courtesy Guest List. All guests **MUST** arrive before the doors close and stand in line.
6. In the absence of the Film Society member, the regular guest (the guest who usually accompanies the member) will be admitted upon presenting the member's card. In this situation, the guest must attend the screening alone. No additional guest will be admitted and no one else, including the member, may use the card for admittance that day.
7. At all BONUS and one-show screenings there will be no Courtesy Guest List. All guests must enter with the member.
8. **MEMBERS ARE RESPONSIBLE FOR THE ACTIONS OF THEIR GUESTS AT ALL TIMES. DO NOT BRING STRANGERS INTO THE THEATER.**
9. The Film Society reserves the right to change the Guest Policy at any time.

ANNOUNCEMENTS

1. The HOTLINE (212.827.1592) is available 24 hours, 7 days a week.
2. Announcements will contain the following information with as much notice as possible:
 - The next scheduled film(s) or bonus film(s), if available.
 - Any changes in screening times or screening dates.
 - Cancellations due to severe weather conditions or unusual circumstances.
3. Once a month, email blasts will be used for announcements. You will receive e-blasts only if you have provided the Film Society with your current email address.
4. Twitter updates are available. Follow us at @SAGAFTRAFlixNY.
5. The SAG-AFTRA Film Society website also has a current schedule posted regularly: SAGAFTRA.org/nyfilmsociety

THEATER RULES

1. NO SMOKING. NO FOOD OR DRINK including candy, gum, and water.
2. Please turn all cell phones and mobile devices to OFF, silent, or vibrate.
3. Text messaging, posting on social media, and video and audio recording are prohibited during the films.
4. Restrooms, telephones, and water fountains are located on the lower level of the theater.
5. Please enter and be seated as quickly as possible. No one may wait in the lobby.
6. Please remain seated during the credits until the house lights come up.
7. Once the house lights come up, please leave as quickly as possible.
8. If we do not have time to show the credits in their entirety, please view them on IMDB.com.
9. Please take everything with you when you leave the theater, including papers and trash. Our continued use of the facility depends upon our leaving the theater clean. Please note: We do not have a Lost & Found.
10. Bags, backpacks, and luggage cannot be placed on the seats nor can they be placed in the aisles as it poses a fire hazard. Only items that can fit easily under the seat in front of you are permitted and these are subject to inspection.
11. Disruptive, threatening, violent behavior is strictly prohibited, including, but not limited to inappropriate behavior that interferes with the functioning and flow of screenings, behavior that prevents staff or volunteers from carrying out their responsibilities, or behavior that unreasonably disturbs the experience of Film Society members.

LOST/STOLEN FILM SOCIETY CARD

1. If you are a WGAE member, please contact the Writers Guild of America, East Film Society manager, Nancy Hathorne, at (212) 767-7812 or email nhathorne@wgaeast.org.
2. If you are a SAG-AFTRA member, please contact the Film Society at (212) 827-1451 or email nyfilmsociety@sagaftra.org.

REMEMBER

The Film Society uses the address, email address, and phone numbers provided by you on your application/renewal form. If you need to change your contact information, notify the Writers Guild of America, East membership department first, then the NY Film Society. Don't forget to notify the Pension & Health Fund as well.

THERE WILL BE NO REFUNDS FOR ANY REASON.

When you submitted your Film Society application, you agreed to abide by our rules and guidelines. Violation of these rules and guidelines by either you or your guest may result in non-refundable cancellation of your membership for the current season and prohibit you from being accepted to the NY Film Society in the future.

SCREENING LOCATION:

DGA Theater
110 West 57th St. (6th & 7th)
New York, NY 10019

SAG-AFTRA

1900 Broadway, 5th Fl.
New York, NY 10023
T: (212) 827-1451

Writers Guild of America, East

250 Hudson Street, Suite 700
New York, NY 10013
T: (212) 767-7800