



2019/20 New York Film Society Season

Guidelines for Members and Guests

Welcome to the SAG-AFTRA New York/WGAE Film Society. All regularly scheduled screenings take place at the Directors Guild of America (DGA) Theater on 110 West 57th Street in Manhattan. Please review and adhere to the following guidelines:

ADMITTANCE/SEATING POLICY

1. Doors open 30 minutes prior to each screening, except when a film's running time causes a short turnaround. Members and guests are admitted in order of arrival. Everyone must stand in line. Should capacity be reached, those not admitted will need to try another screening.
2. Admittance for WGAE members is by the Q-R code found on your Film Society receipt. Please keep your receipt throughout the season. Please have your code pulled up and ready for scanning when you enter the building. Please note, you no longer need a separate Film Society card for entrance.
3. If a disability or medical condition prevents you from waiting in line, please contact the New York Film Society office for an accommodation form.
4. Doors close promptly at the scheduled screening time or when theater capacity is reached. No one is admitted after doors close.
5. Please enter and be seated as quickly as possible. No one may wait in the lobby.
6. Members are allowed to save only one seat for their guest. Please do not try to save multiple seats.
7. Once your Q-R code is scanned, there will be no readmission if you leave the building.
8. **IMPORTANT:** Piracy is a major concern in our industry. The studios, DGA and Film Society have a right to refuse admission 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. Smart-phones are permitted, but must be silenced and put away when you enter the theater.

GUEST POLICIES

1. Only ONE member and ONE guest per Q-R code may be admitted per day. Only the Film Society member whose name is linked to the Q-R code is allowed to bring a guest.
2. All guests must be at least 17 years of age, unless otherwise noted.
3. Guests must attend the same screening time-slot as their host Film Society member.
4. Members arriving before their guest for a regularly scheduled screening may leave their GUEST'S NAME on the Courtesy Guest List at the table in the lobby. All guests must arrive before the doors close and stand in line.
5. If a guest arrives before the Film Society member, they must wait in front of the building until the member arrives, so they can be scanned-in together.
6. In the absence of the Film Society member, a regular guest (the guest who often accompanies the member) will be admitted upon presenting the member's Q-R code (found on their receipt). They may also be asked to present their photo ID. 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 Q-R code that day. Guests of Film Society members cannot bring guests. Please be careful about who you share your Q-R code with and make sure they know it can only be scanned once per day. Do not share your Q-R code with multiple guests for the same film.
7. There will be no Courtesy Guest List at off-site Bonus screenings. All guests must enter Bonus screenings 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.



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ANNOUNCEMENTS & UPDATES

1. Updates on screening dates and film titles are available at sagaftra.org/nyfilmsociety or by calling the HOTLINE at (212) 827-1592.
2. Once a month, screening schedules are emailed to all New York Film Society members with information about the next month's upcoming films. You will receive the email only if you have provided the New York Film Society with your current email address.
3. Announcements will also be made at the theater prior to each screening with information on the next scheduled film(s), any changes to screening dates or times, and updates on upcoming registration for each new season of the Film Society.
4. If you need to reach the Film Society, please call (212) 827-1451 or email nyfilmsociety@sagaftra.org.

THEATER RULES

1. NO FOOD OR DRINK is allowed in the theater, including candy, gum and water.
2. There is NO SMOKING allowed on-site.
3. Restrooms and water-fountains are located on the lower level of the building.
4. Cell phones and electronic devices must be silenced and put away during all screenings.
5. Text messaging, posting on social media, and video and audio recording are prohibited during the films.
6. Please remain seated during the credits until the house lights come up. If we do not have time to show the credits their entirety, you can view them online.
7. Once the house lights come up, please leave promptly to allow those attending the next screening to be seated.
8. Please take everything with you when you leave the theater, including personal items and trash. Our continued use of the facility depends on our leaving the theater clean. Please note: We do not have a Lost & Found. If an item is left at the theater, please contact the New York Film Society office.
9. Bags, backpacks, luggage or other personal items cannot be placed on the seats or in the aisles as they pose a fire hazard. Only items that fit easily under the seat in front of you are permitted and these are subject to inspection.
10. Disruptive, threatening, or violent behavior is strictly prohibited, including, but not limited to inappropriate behaviors that interfere with the functioning and flow of screenings, behaviors that prevent staff or volunteers from carrying out their responsibilities, or behavior that unreasonably disturbs the experience of Film Society members.

REMEMBER

The Film Society uses the contact information provided by you on your application/renewal form. If you need to update your information, please contact the WGAE office. Even if you have updated your information with the Membership Department, you must still contact the Film Society to make the update in our database.

There will be no New York Film Society refunds issued. When you submit your Film Society application, you agree to abide by our rules and guidelines. Violation of these rules and guidelines by either you or your guest may result in a non-refundable cancellation of your membership for the current season and prohibit you from joining the SAG-AFTRA New York/WGAE Film Society in the future.

We reserve the right to update our guidelines at any time and will always provide the most updated version at wgaeast.org/film-society.

SCREENING LOCATION

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

Writers Guild of America, East

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