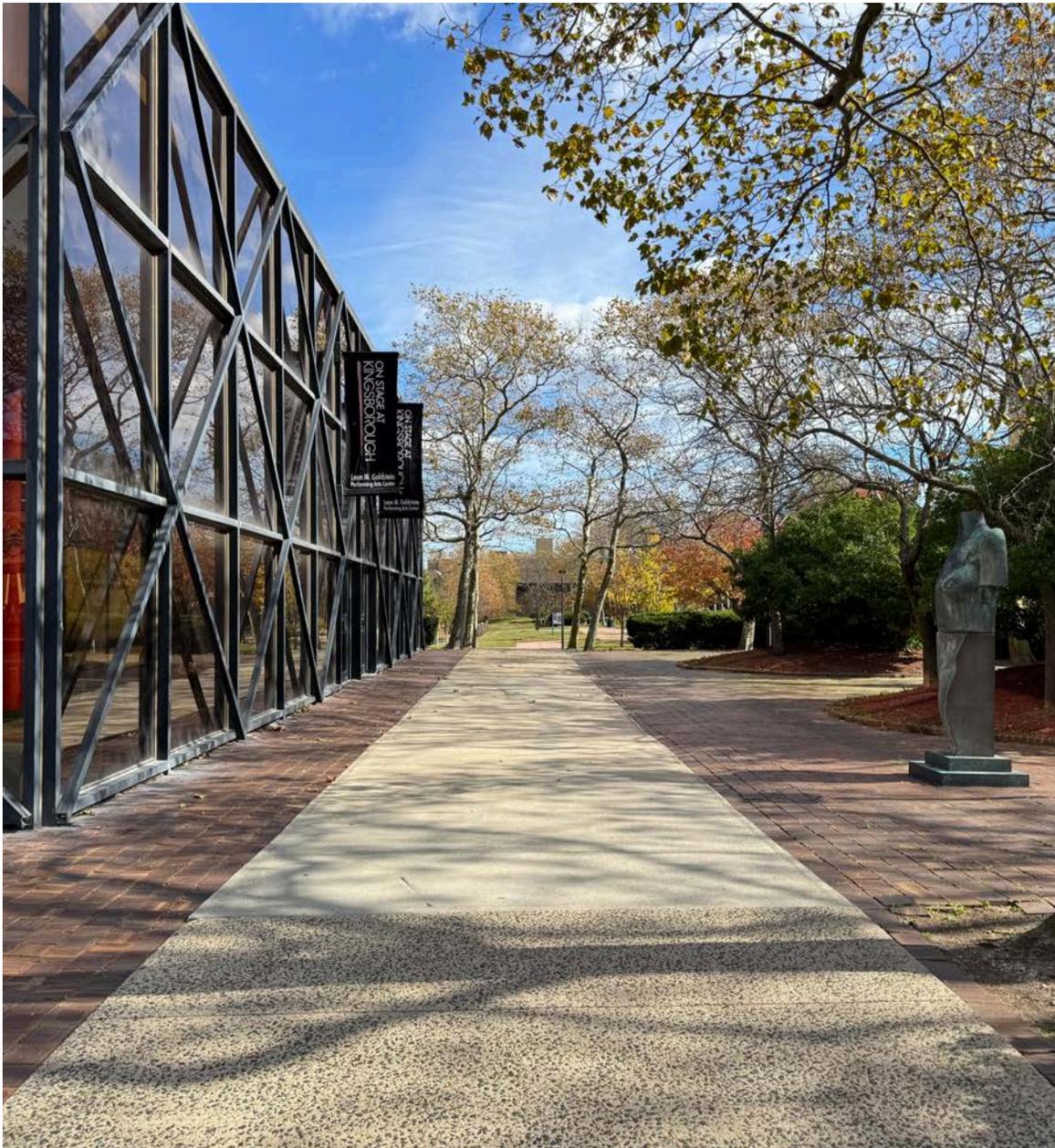
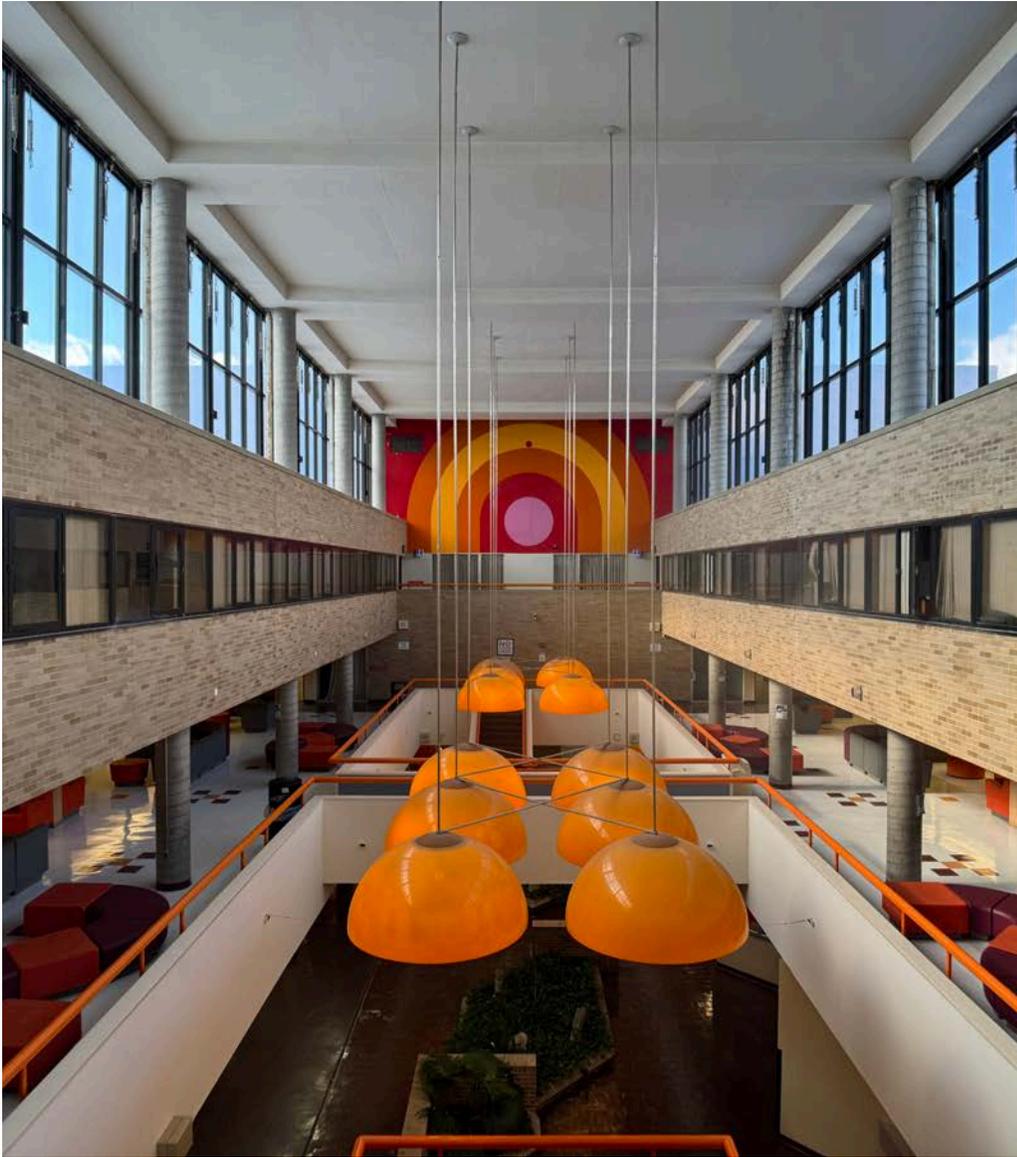


KINGSBOROUGH COMMUNITY COLLEGE FILM & PHOTOSHOOT INFORMATIONAL PACKET



www.kbcc.cuny.edu



BRIEF OVERVIEW OF CAMPUS: Located on Brooklyn’s southeastern edge, Kingsborough Community College offers 70 acres of highly versatile, film-friendly space — including a private beach and sweeping ocean views, all within NYC. The campus features a mix of academic and mid-century architecture, wide plazas, lecture halls, and gymnasiums. It’s a strong double for high schools, hospitals, or government buildings. With ample parking, low foot traffic, and experience hosting productions through the CUNY system, Kingsborough delivers rare coastal visuals with city access and smooth logistics.

INTRODUCTION



AVAILABLE LOCATIONS

- 01 Athletic Facilities**
Gymnasiums, basketball courts, dance studios and locker rooms
- 02 Library**
Library and common areas
- 03 Theaters**
Theaters and stages
- 04 Academic Buildings**
Classrooms, lecture halls And labs
- 05 Cafeterias & Dining**
Student dining halls, campus coffee shops and cafes
- 06 Medical**
Hospital rooms, medical rooms and surgical rooms
- 07 Commerical Kitchens**
Commerical kitchens and restaurant supplies
- 08 Common Indoor Areas**
Communal spaces
- 09 Studio Spaces**
Podcast studio, radio studio, dance studios
- 10 Communal Areas**
Hallways, stairwells, communal areas
- 11 Beach & Waterfront**
Private beach access and waterfront

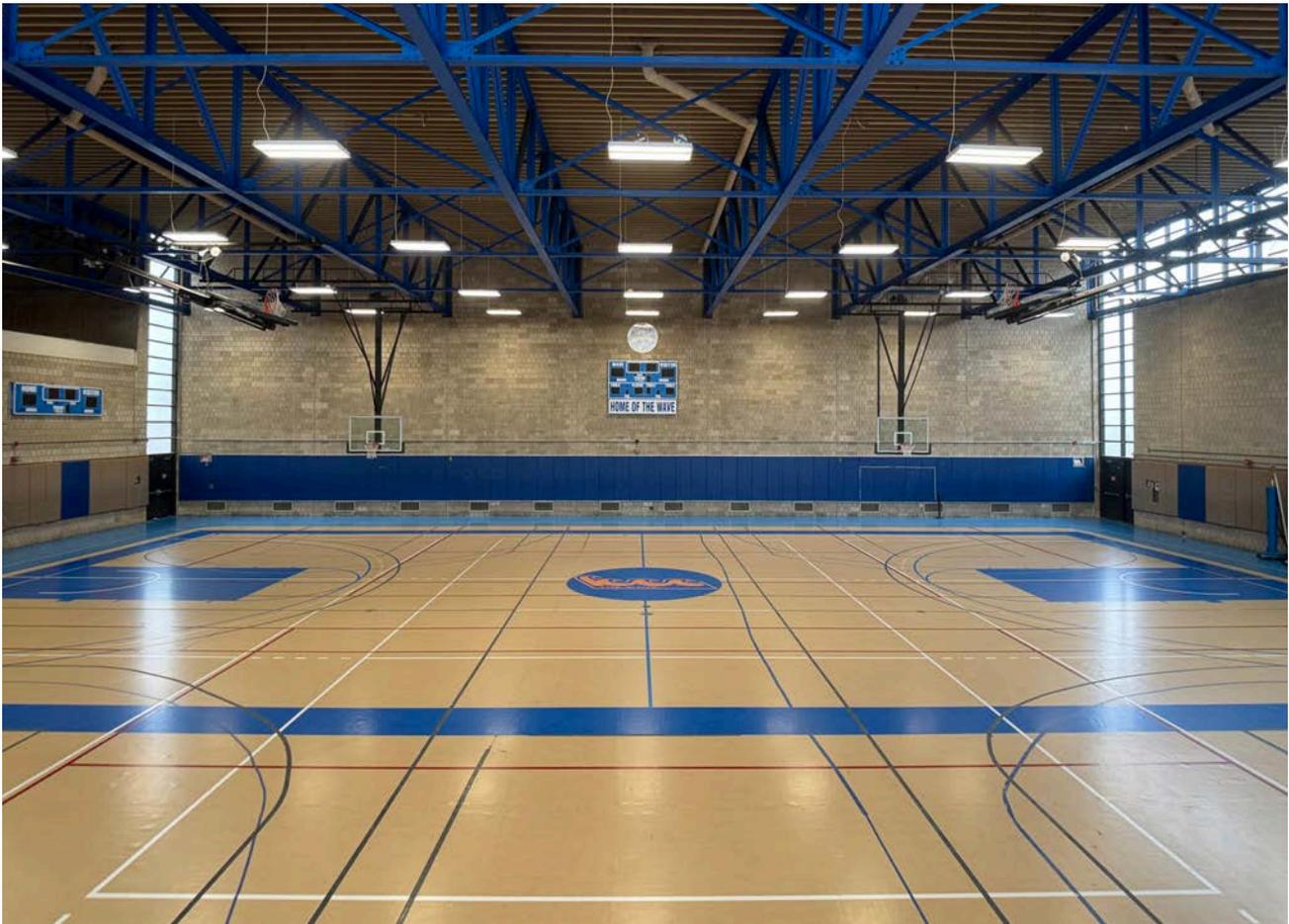
ATHLETIC FACILITY

Our athletic facility offers a visually striking setting for filming and photoshoots. With a wide variety of spaces—from gyms and weight rooms to courts and seating areas—it provides an ideal backdrop for capturing both professional and creative content.

BUILDING TYPE: Dedicated multi-facility athletic center

SIZE: 103,150 SQ FT

AREAS: Basketball courts, locker rooms, turf field, dance studios, tennis courts, outdoor turf field



ACADEMIC SETTINGS

Our campus offers a wide variety of school settings, from lecture halls to science labs. These versatile spaces provide flexible layouts, ample lighting, and diverse academic backdrops, giving you the creative variety to bring your filming or photoshoot project to life.

- Lecture halls with tiered seating
- Standard and specialized classrooms
- Science and computer labs
- Libraries and study areas
- Cafeterias and dining halls
- Gymnasiums and athletic facilities
- Outdoor courtyards and green spaces
- Auditoriums and performance spaces
- Hallways and stairwells
- Administrative offices
- Art studios and dance studios
- Technology and media rooms
- Locker rooms and student lounges
- Flexible multipurpose rooms



PRIVATE BEACH

Our campus offers exclusive access to a private beach, providing a truly unique and cinematic setting for film and photo shoots. The secluded shoreline, open water, and natural scenery create a versatile backdrop for dramatic, lifestyle, and editorial scenes. Productions seeking a distinctive and inspiring waterfront location will find our private beach to be an exceptional and rare setting. The beach is fully private, easily accessible, and offers both open sand and nearby facilities, allowing productions to truly take ownership of the space.



LIBRARY

Our Eight-floor library offers a visually striking and highly versatile range of spaces, from sleek midcentury architecture to classic, traditional offices. Each level presents its own distinct character, featuring a rich mix of colors, textures, lighting conditions, and layouts that allow for a wide variety of visual storytelling. Whether you're seeking academic, corporate, or vintage-inspired settings, the building provides dynamic backdrops across multiple floors, making it an ideal location for film, photography, editorial, and commercial productions.

SIZE: 117,300 SQ FT

IDEAL USE: Library, research, education, etc.

AREAS: Library, study rooms, large shared tables, etc.



UNIQUE OFFERINGS

Our campus offers a wide variety of unique, fully equipped spaces ideal for productions of all kinds. From medical rooms and physical therapy facilities to a commercial kitchen, broadcasting studios and welding studios, we make hard-to-access locations easy to capture—all in one convenient, production-ready setting.

- Medical rooms
- Physical therapy facilities
- Commercial kitchen
- Broadcasting studios
- Ceramic studios
- Welding studios





RATE SHEET

Our locations are categorized into two pricing tiers based on location demand and campus requirements. Rate adjustments are available for multi-location bookings. Pricing is also subject to change based on the scope and footprint of the project.

Location Rental

- Premier: \$2,500 for a 10-hour minimum + labor
- Standard: \$1,500 for a 10-hour minimum + labor
- Multiple day shoot (for feature films or longer projects): Negotiable (discounted rates often apply for multi-day bookings)
- Overtime fees: After 10 hours, overtime can be charged at 1.5 times the hourly rate

Premier Locations

- MAC Rotunda (aka The Lighthouse)
- PAC – Leon M. Goldstein Performing Arts Center
- Hall of Flags
- U219–220 Multipurpose Room
- Gyms (G-101, G-107, Turf Room)
- MAC Bandshell (outdoor stage)
- Medical and physical therapy rooms
- Culinary kitchens
- Beach

*All other locations are priced at standard rates

Other Cost Consideration

- Personnel (e.g., public safety and required staff) are priced per project based on scope
- Cleaning fees range from \$500–\$1,000 depending on production size
- Cancellations made 48 hours in advance receive a 50% refund or one free reschedule; cancellations within 24 hours are non-refundable, though rescheduling may be possible for an additional fee, subject to availability



GENERAL AVAILABILITY

Our campus is available year round for film and photo shoots. Please reach out with your request, and we will do our best to accommodate your needs. Below are some important notes about the flow on our campus.

01

CAMPUS OPERATING HOURS

General hours of operation: Monday–Friday, 9:00 a.m.–5:00 p.m., subject to change based on needs.

02

WEEKEND AVAILABILITY

Weekends are available with advance notice.

03

BLACKOUT DATES

The college is closed on holidays.

04

SEASONAL AVAILABILITY

Generally, campuses have a lighter load during summer and winter break, which makes it an ideal time for filming.



PRODUCTION GUIDELINES

These guidelines are in place to ensure a smooth and respectful production experience on campus while maintaining a safe and functional environment for students, faculty, and staff. Please review the following policies carefully.

RULES & REGULATIONS

- Restricted areas: Confirm approved shooting locations with the site representative; some areas are off-limits.
- Noise restrictions: Respect quiet zones and class hours, especially near classrooms, libraries, and residences.
- Smoking, alcohol and hazardous materials: Prohibited unless explicitly approved in writing.
- Student and faculty privacy: No disruptions to classes or offices; filming students/faculty requires prior consent.

PRODUCTION SPECIFIC RESTRICTIONS

- Crew and equipment: Crew size, drones, generators, heavy lighting, and large-scale grip must be pre-approved.
- Lighting and power: Excessive power use may need to be discussed and reviewed in advance. Please connect with the campus liaison for more information.
- Special Effects and fire Safety: Smoke, pyrotechnics, simulated gunfire, and fog machines require permits and prior approval. Do not tamper with fire safety equipment.
- Prohibited materials: Glitter, confetti, and artificial snow (even biodegradable) are strictly prohibited.

EQUIPMENT

- Do not block buildings, walkways, or sidewalks when unloading. Do not block egress from buildings, walkways, or pedestrian pathways.
- Submit a detailed equipment list in advance.
- Revise to state that staging areas must be approved in advance and listed in the agreement.
- Lifts and cranes require prior approval.



PRODUCTION GUIDELINES

STUDENTS & FACULTY INTERACTION

- Productions must respect student and faculty schedules and avoid interference with academic activities.
- Crew members should remain within designated production areas and avoid engaging with students or faculty unless pre-arranged.

NOISE CONTROL

- Truck and equipment arrivals: Production trucks and crew may not arrive on campus before the call time listed on the final schedule.
- Music on set: Please confirm with the site representative if amplified music is permitted in your shooting area.
- Construction and power tools: The use of construction tools, drills, or power saws is prohibited unless explicitly approved.
- Be sure to discuss any noise level concerns with the campus representative in advance.

FLOOR AND WALL PROTECTION

- Productions may be required to install floor and wall protection depending on the shoot location.
- Please confirm with the site representative if protective materials are needed.

TRASH REMOVAL

- Production is responsible for all garbage removal at the end of each shoot day.
- Food waste must be removed nightly for multi-day shoots to prevent pest issues.
- If you require trash pickup please discuss with your campus site representative.

For further details, approvals, or special requests, please coordinate with your designated campus site representative in advance of your production.



ON SITE RESOURCES

PARKING & LOAD-IN DETAILS

01

- Designated areas for crew parking and production trucks
- Load-in and load-out procedures
- A complete list of all vehicles, including counts and types, is required prior to the shoot day.

WIFI & INTERNET ACCESS

02

- Guest Wi-Fi is available.
- A dedicated Wi-Fi account can be provided for the production, with advanced notice and request.

FOOD & CATERING OPTIONS

03

- Outside vendors must provide a Certificate of Insurance
- Individual orders and local catering are allowed; notify your Public Safety contact of expected deliveries.
- Inquire about onsite food catering.

RESTROOM & HOLDING AREAS

04

- Designated crew restrooms
- Waiting or holding areas for talent and extras

LOCAL EMERGENCY CONTACTS

05

- NYC Health + Hospitals/South Brooklyn Health
- FDNY Battalion 43, Engine 245 & Ladder 161
- NYPD's 61st Precinct



INSURANCE REQUIREMENTS

Commercial General Liability Insurance

- \$2,000,000 per occurrence
- \$5,000,000 aggregate
- Coverage must include bodily injury (including death) and property damage, and must cover liability assumed under the agreement.

Business Vehicle Insurance

- Minimum coverage of \$2,000,000 for company-owned, non-owned, and/or hired vehicles

Additional Insureds

The general liability policy must list the following as additional insureds on a primary basis:

- Kingsborough Community College Auxiliary Enterprises Inc.
- Kingsborough Community College
- Kingsborough Community College Foundation
- The City University of New York
- The Dormitory Authority of the State of New York
- The State of New York
- The City of New York



(FAQ) FOR PRODUCTIONS

Below are common questions asked by production teams when filming on campus. Please consult the campus site representative for any additional inquiries or clarifications.

How early can we arrive for set-up?

01 Crews cannot arrive before the agreed call time to avoid disrupting campus operations. Early access must be approved in advance and may incur additional fees.

Is overnight equipment storage allowed?

02 Overnight storage may be available in designated areas with prior approval. The campus is not responsible for lost or damaged equipment, and security arrangements may be required.

Is there a secure room where we can store equipment for a multi-day shoot?

03 Secure storage is not guaranteed but may be arranged in pre-approved locations. Availability depends on the specific campus site and must be coordinated in advance. The campus is not responsible for lost or damaged equipment, and security arrangements may be required.

Can we have deliveries made to the campus prior to our shoot?

04 **Will the campus store them for us?**
Deliveries must be scheduled for the production's onsite dates. The college does not store equipment or materials before your arrival.

Are outside catering vendors allowed on campus?

05 Yes, but catering vendors must be approved in advance and comply with campus food service policies. Locations have restrictions on open flames, food trucks, or waste disposal.



(FAQ) FOR PRODUCTIONS

06 Does production need to provide a personnel list prior to arrival? Will there be security measures such as check-in stations?
Yes, a crew list must be submitted in advance.

07 Can we modify or move furniture on location?
Furniture cannot be moved or modified without approval. If permitted, everything must be returned to its original placement, and any damage may result in additional fees.

08 Do we need a permit for drone usage?
All drone use must be pre-approved and follow FAA regulations. Operators must have proper certification and insurance. Some areas may be strictly off-limits to drones.

09 What is the policy for student/faculty involvement in filming?
Filming must not disrupt classes or academic activities. Students and faculty should not be photographed or involved where possible and must comply with campus privacy policies.

CAMPUS MAP



BUILDING DIRECTORY

- A** Administration
- C D E F** West Academic Cluster
- G** Physical Education Center / Gym / Pool
- K** Leon M. Goldstein High School for the Sciences
- L** Robert J. Kibbee Library
- M** Marine & Academic Center (MAC)
- PAC** Leon M. Goldstein Performing Arts Center (PAC)
- P** Central Services
- T1** UAPC (CUNY Staff only)
- T2** Kingsborough English Language Institute (KELI)
- T3** Maritime Technology
- T4** Continuing Education Classrooms
- T5** Graphic Design & Ceramics Studios
- T6** Testing Center
- T7** Classrooms
- T8** Communications & Performing Arts
- U** College Center / Student Union & Intercultural Center
- V** Academic Village

IMPORTANT LOCATIONS

- E** Access Resource Center | E-115
- A** Bursar | A-205
- C** Career Services | C-102
- U** Cafeteria | 1st Floor of U building
- V** Enrollment/Admissions Information | V-100
- U** Financial Aid | U-201
- A** Health Center | A-108
- L** Learning Center/Tutoring | L-219
- C** Military and Veteran Affairs Office | C-106
- D** Personal Counseling | D-102
- L** Public Safety / ID Cards / Lost & Found | L-202
- A** Registrar's Office | A-101

CAMPUS MAP: REVISED SEPT. 2025

KINGSBOROUGH
COMMUNITY COLLEGE



The City University of New York



CONTACT INFORMATION

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☎ 718-368-6828

Handles film requests and scheduling. Ensures campus policies are followed and coordinates logistics.



NEXT STEPS



Thank you!

Get in touch to see if Kingsborough Community College is the right fit for your next film or photo shoot. We look forward to collaborating with you and hosting your production.



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