



الهيئة الملكية الأردنية للأفلام

The ROYAL FILM COMMISSION  
JORDAN

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**Regulations for Borrowing RFC's Equipment**

## **Regulation for RFC equipment**

### **A. You are eligible to borrow the equipment in the following cases:**

- If you are a graduate of any of the Royal Film Commission – Jordan (RFC) previous workshops, or you or any of the head crew members has the ability and knowledge for using the equipment.
- If 70% of the crew members are Jordanian.
- If you are a student, unless you want to shoot something for your study plan.
- If you proved that you have made enough preparations and gathered all of the requested files by the RFC's Film Advisors (See section C).

### **B. You are not eligible to borrow the equipment in the following cases:**

- If your project is for any commercial or money-generating project.
- For the purposes of documenting an event, programs, public service announcements.
- For workshops; the RFC gives the equipment ONLY if there is a partnership agreement between the RFC and the other organizers, including the private and public educational institutes.
- For the purposes of making music videos and advertisements.
- For anyone who abused the equipment before.
- If there are any unsolved or unmanaged hazards in the shooting,

### **C. If you are allowed to use the equipment, you have to provide the RFC with the following requirements:**

- Shooting permit.
- A logline, synopsis, treatment, outlines, final script, shooting schedule, budget, hazard assessment and the film distribution plan for fiction films. Whereas for documentary films: a synopsis, treatment, outlines, visual approach, shooting schedule, budget, hazard assessment and the film distribution plan.
- Updated CV or work sample / show reel and a photocopy of the IDs or passports of the key crew personnel.
- Deposit of 100 JD refundable will be required as insurance for the taken equipment; it will be given back after returning the equipment fully functioning as received at the agreed check-in time, with a copy of the final film cut.
- The equipment is not allowed to leave the Jordanian territory.
- The equipment is to be collected from and returned to the RFC's store at the following address:

7 Omar Bin Al khattab Street, Jabal Amman, Amman.

- Booking will be done on a "first come, first served basis".

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- The maximum lending period for the equipment is 7 days. If an extension is needed, then the equipment should be returned and checked, then checked out again for the extended period after receiving the request approval.
- The RFC does not get involved in the production itself, only by facilitating and support. In return, the RFC should be mentioned on the film credits under the "Special Thanks Section".

### **D. Requesting Equipment:**

- Fill out the "Equipment Release Form" that is available on the website, or visit the RFC to get a copy of it.
- Await an approval through email or phone from the RFC within 7 working days.

### **E. Damages/Fees**

The equipment must be returned clean and functioning properly.

If the equipment is returned damaged or not returned at all, the borrower is liable for the cost of repairing or replacing the item/s. Such charge will normally be applied when the damage is proven to be malicious or due to lack of care.

Payment for damages will be assessed and charged after reviewing the circumstances surrounding the damages

In case of loss of theft, the value of the equipment will be charged to the borrower or the borrower will replace the equipment

If the equipment is not returned by the agreed time, a charge equal to the daily hire charge may be levied on the borrower for each day overdue.

### **F. Ignoring the rules**

If the filmmaker didn't follow any of the agreed upon rules, or missed the deadline of delivering the project, he/she will not be able to use the RFC equipment or benefit from the RFC services for future projects.