

FILMMAKER INCUBATOR GUIDELINES

Ninth Street Independent Film Center

Ninth Street Independent Film Center's Filmmaker Incubator Program offers Filmmaker Participants access to workspace, shared equipment, outreach opportunities, meeting and exhibition space, as well as collaborative opportunities between filmmakers and film festival partners. This program is contracted between Ninth Street IFC and individual Filmmakers on a twelve-month basis, to be reviewed and reassessed annually.

Overview

The mission of the Ninth Street Independent Film Center is to secure a lasting space for the creation and dissemination of independent media that promotes democracy, community participation, cultural preservation, access and lifelong learning to a diverse community of artists and audiences.

Eligibility

Residencies are open to Filmmakers that satisfy all of the following criteria:

- The principle Participant is at least 18 years old.
- The Participant is actively engaged in a media/moving-image project in any genre and in any stage of production, including exhibition and/or distribution.
- The Participant's project must be consistent with Ninth Street IFC's mission, noncommercial (e.g., not commissioned by a for-profit company), and contribute to the culture through the art of the moving image.
- The project is not a work-for-hire.

Priority will be given to

- Projects that promise a high likelihood of being brought to fruition
- Projects that have strong and recognizable artistic, cultural or social value
- Projects with short and long-term professional and artistic goals.

Admissions Ninth Street staff and/or a designated Committee will review applications and choose participants at the sole discretion of Ninth Street. Applicants may be contacted for an interview.

** Ninth Street Independent Film Center encourages and welcomes filmmakers from all backgrounds to apply. Ninth Street does not discriminate with regard to age, race, gender, sexual orientation, disability, religion, marital status, or national origin in its application policies.

Workspace

Each Participant is designated a separate 100 sq ft workspace (can generally fit up to three people).

Program Fee

One-time \$500 / flat rate

Deposit

\$300 deposit is due upon signing contract, to be returned to within 30 days after inspection of Premises after Participant moves out, unless it must be applied to cover cleaning, damage and/or unpaid program fees.

HOUSE RULES

Filmmaker Incubator Program

All Media Arts Participants will be expected to support the program in one or more of the following ways:

- Provide outreach materials (including media clips) and updates to Ninth Street Independent Film Center about your work, as requested
- Meet with Ninth Street Independent Film Center and other Incubator Participants to present and/or discuss your work (see calendar of events/ dates subject to change)
- Show at least one work-in-progress or otherwise present your project at Ninth Street Independent Film Center, TBD with Ninth Street staff at an agreed upon time/date
- Announce your participation in the Incubator program to your contacts and lists.

Terms

Participants will be enrolled in the program on a one-year basis. Participants must reapply annually through a competitive process with the general pool of applicants; Ninth Street staff will determine enrollment and re-enrollment, communicated in writing upon acceptance.

Use of Space

Incubator office space shall be used as workspace only, and for the sole purpose of conducting the Participant's media-related project. The space you are assigned is for your project's use only. This means that the space cannot be shared with others without a contract between each individual and Ninth Street Independent Film Center. NOTE: Sleeping or camping in or otherwise "inhabiting" the space is prohibited and will result in termination of the program.

Participants shall not make any alterations or additions to the Premises without the prior written approval of Ninth Street. Upon expiration of the Term, or any earlier termination, Ninth Street will require Participants to remove any and all trade fixtures, equipment, furniture, additions, alterations ("Improvements") installed in the Premises and to restore the Premises to their condition at the commencement of the Program Term. Participant shall repair, at Participant's sole expense, all damage caused by such Improvements of the Premises.

** Participant accepts the premises unfurnished in an "as is" condition.

Communication Technology

Two data ports are installed in all Incubator spaces. Participants will be required to arrange for activation with the Ninth Street IT Department. This is the only IT Department service provided to Participants. (All other Ninth Street IT service can be contracted for an additional fee). While there is wi-fi in the building, it is for convenience only and is not guaranteed. Phone service is not provided and we strongly suggest that Participants have cell phones, especially to use for guest entry into the building.

Utilities

Reasonable electrical, water, and sewer services to the Premises are included, as are all reasonable charges related to bathroom supplies and janitorial services, and garbage services.

Mail

Participants should NOT use Ninth Street Independent Film Center as a mailing address. This program is not legally an office rental, therefore, there are no separate mailboxes available and we do not have the staff capacity to sign for Participants' mail. Participants must use another mailing address (e.g., PO Box, etc.) and be responsible for coordinating all deliveries. Ninth Street is not responsible for mail/shipments to the facility (delivery, storage or otherwise).

Hours

Ninth Street Independent Film Center Incubator spaces will be available for use 24 hours per day, seven days per week (subject to Use of Space rules) – however, entry into the building is restricted through the front door between 2am-6am daily. The Ninth Street Independent Film Center's offices are regularly open Monday – Friday, between 10:00am-5:00pm.

Storage Space

Participants must store all materials in their allocated office space. No additional storage space is available.

Building Access

The front door of the building is locked at all times. Participants will be given a front door code, to be shared with your list of team members (only). Ninth Street is not responsible for Participants' guests accessing the building. We suggest that Participants have a private cell phone available to coordinate guest visits, so that they may be contacted directly.

Parking

Ninth Street is near major public transportation hubs such as Civic Center Station. However, if you drive to Ninth Street IFC there are various nearby private parking garages (staff will be happy to suggest nearby locations). Street parking varies – some is metered and most is time sensitive; note, 9th St is a tow-away zone between 4:00pm-7:00pm. ** Regardless, Ninth Street is not responsible for securing parking or parking fees.

Ninth Street recommends that bikes not be left outside, in case of theft. However, bikes cannot be stored in the common areas, so Participants must store bikes within workspaces.

Safety

Ninth Street is located in a transitional urban neighborhood where crime, particularly against personal property, is not uncommon. Participants are asked to be careful and use good judgment while coming/going. Please be especially vigilant at night and when alone.

** All Participants are ultimately responsible for their own safety. Please notify Ninth Street staff of any suspicious activity within the building or in the neighborhood, and contact the police to file a report. The nonemergency police line is (415) 553-0123 – in an emergency dial 911.

Quitting the Premises. Upon expiration of the Program Term, or any earlier termination, Ninth Street will require Participants to remove any and all trade fixtures, equipment, furniture, additions, alterations and improvements ("Improvements") installed in the Premises and to restore the Premises to their condition at the commencement of the Program Term.

Participants shall repair, at Participant's sole expense, all damage caused by such removal of Improvements and restoration of the Premises.

Courtesy

Courteous use of shared space and cooperation among tenants is required. In common areas Participants are expected to clean-up after use and put away all personal items immediately (this particularly pertains to the shared kitchens – do not leave dirty dishes in the sink!)

Acknowledgement

Ninth Street Independent Film Center would appreciate any acknowledgement in project materials relevant to Participants' work while in the Incubator program. This includes (but is not limited to) websites, email updates, film credits, etc. Please ask Ninth Street staff for logos and related copy.