# FTV Storage Unit Policy

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## FTV Storage Unit Policy

Before renting of storage facility to store equipment, please review these important points:

- Your first choice for storing equipment should always be at the director's residence to insure full coverage in the event of a loss or theft. As a last resort, a storage unit from Manhattan Mini Storage may be rented but it must be under the director's name for insurance coverage to apply.
- **Manhattan Mini Storage** continues to be the only approved storage facility in the New York City Area. The Department is currently looking for alternatives that meet insurance requirements, and will let our students and faculty know if and when we can add others to the list.
- Only Grip & Electric Department equipment may be left in a storage facility. Camera Department & Sound Department equipment MUST be kept at a key crew member’s residence, and not left unattended at any time.
- You must purchase Manhattan Mini Storage’s KeepSafe Protection Plan at their maximum amount, $20,000 for a cost of $75. If this insurance is not purchased, you may be in breach of their terms and conditions which can nullify all insurance coverage for the equipment, including CSI. (NYU’s Grip & Electric packages fall within Manhattan Mini Storage's $20,000 limit.) KeepSafe may be purchased in person at Manhattan Mini Storage, when checking into the unit.