

LMU SCHOOL OF FILM & TELEVISION STUDENT FILMING APPROVAL FORM

Student's Name: _____ Student's I.D.# _____

Student's telephone Number(s): _____ Email: _____

Professor's Name: _____

Professor's telephone Number: _____ Email: _____

Course Number & Title: _____

Intended Facility/Classroom Use: Auditions: _____ Rehearsal : _____ Filming _____

If filming, provide specific details of scene: _____

Name of Project: _____

Requested Facility/Classroom: _____

Requested Date: _____ Alternate Date: _____

Times: Set-up: _____ Start: _____ End _____

Total Number of Participants in Room: _____ Will children be there?: _____ How many?: _____

Will furniture be moved?: _____ Yes/No _____ **Open flame/Smoke?*** _____ Yes/No _____

Will anything be hung on the walls?: _____ Yes/No _____ Animals? _____ Yes/No _____

Will food/beverages be in the room?: _____ Yes/No _____ House Power? _____ Yes/No _____

Will props be brought in?: _____ Yes/No _____ **Firearms props?*** _____ Yes/No _____

If yes, please describe: _____

***All firearm props and pyrotechnic or smoke effects must be approved by LMU's Department of Public Safety during the booking process and prior to the start of filming on the filming date.**

Potential Noise Level: Low: _____ Medium: _____ High: _____

Intended source of power: _____

Generators? Yes _____ No _____

Amps Anticipated for Electrical Power: _____

Number of Outlets Expected to be used: _____

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SFTV Head of Production signature:* _____ Date: _____
*Needed for all Auditions and Filming

Facility Representative Signature:* _____ Date: _____
*Needed from Facility proctor if filming inside any office building or Student Life Rooms, e.g., St. Robert's Auditorium, Bird Nest, Huesman Lounge, The Hill, The Living Room, Lion's Den, Faculty/Staff Office, University Hall.

Student Housing Occupant Approval Signature:* _____ Date: _____
Residence Hall Room/Apartment Location:* _____ Room #: _____
*Needed if filming in student room – only if room is assigned to other than filming student. Must be approved prior to Housing approval.

Student Housing Approval Signature:* _____ Date: _____
*Needed if filming in or around Residence Hall or Apartment complex on campus, including Quads. A Student Housing Office staff member will approve all of these requests. The Student Housing Office is located in Leavey 6, Suite 101.

Public Safety Signature:* _____ Date: _____
*Needed for all Filming

Other General Requirements:

1. Props may NOT be nailed on the walls. Only BLUE painter's tape is allowed for any wall or structure taping.
2. All power cords MUST be taped down.
3. All LMU campus policies must be followed and all classrooms/facilities must be returned to their original set-up.
4. Damages or other extraordinary cleaning that occur during your event, will be billed directly to your student account.
5. All Student Housing policies must be followed if filming in a Student Housing facility.
6. If filming in residence hall room/apartment other than your own room, approval of student occupying room is necessary before the Student Housing Office will sign off.
7. Completion of this form does NOT guarantee facility/classroom availability.
8. After above signatures have been obtained, completed forms, including required signatures, must be submitted in person to the LMU Event Scheduling Office, University Hall 1768. All filming students filming on campus must meet with a representative from the Event Scheduling Office (Ashley Wilson, Carol Knox or Elmo Johnson) in UNH 1768 between the hours of 8:00 am and 5:00 pm Monday-Thursday, and 8:00am and 12:00 Noon on Friday. All LMU event booking procedures must be followed for confirmation of filming locations and dates.
9. Student must initial here that she/he understands the above rules and guidelines. (Please initial here _____)

Staff Member
Events + Classroom Management
Loyola Marymount University

Date

Event Scheduling Office Use Only			
Received _____ by _____			
Event Folder: Student Events Folder			
Event Type: Student Film			
Definition: _____, _____, _____			
Comments: _____			
Special Instructions _____			
MGR Approval _____	Entered _____	by _____	Index # _____