General Student Information:
Student’s Name: __________________ Date of Submittal: __________________
Email: __________________ Phone Number: __________________
Professor’s Name: __________________ Course Number: __________________

Production Information:
Name of Project: __________________ Director: __________________
Producer: __________________

Locations Information:
**Space Proctor approval is required for all indoor locations. For a list of space proctors, please refer to your Student Production Handbook, Student Production Office (COM 106), or call Event Scheduling at (310)338-2878.

<table>
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<tr>
<th>Space</th>
<th>Dates</th>
<th>Time</th>
<th>Start</th>
<th>End</th>
<th>Signature</th>
<th>Initial</th>
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Action Sequence:

Student Housing Areas (Quads, Hallways, Resident Halls, Apartments, Surrounding Areas etc.):
**Signatures of room occupants required only if you are filming in a room that is not your own. Room occupant(s) must approve filming prior to Housing approval. Student Housing Approval Signature needed if filming in or around Residence Hall or Apartment complex on campus, including Quads. The Student Housing Office is located in Leavey 6, Suite 101. **

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<tr>
<th>Housing Area</th>
<th>Date</th>
<th>Times</th>
<th>Approval Signature</th>
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Occupants Signatures 1)   2)   3)   4)

Personnel & Equipment: Indicate Number of Each/Staging Location

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<th>Crew/Cast/Extras</th>
<th>Children</th>
<th>Equipment carts</th>
<th>Other</th>
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Outlets expected to be used: __________________

Intended source of power: __________________

Lights: _________ Generators: _________ Amps: _________

Description of Lighting Scheme: __________________

Staging Location (Equip.): __________________

Staging Locations (Actors): __________________

Staging Location (Catering): __________________

Room Activity:
**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.

Noise Level: Low   Medium   High
Will furniture be moved: Yes/No
Will anything be hung on walls: Yes/No
Will food/beverages be in the room: Yes/No
Will props be brought in: Yes/No
Open flame/ext. smoke effects: Yes/No
Animals: Yes/No
House Power: Yes/No
Firearms props: Yes/No
Required for all Filming

Facilities Management Signature: Date: Required for Outdoor Locations Only.

Department of Parking/Transportation Signature: Date: Required for Parking Lots, Roads, and Loading Docks.

Public Safety Signature: Date: Required for all Filming.

For Space Proctor Use: *Use space below to outline additional guidelines for space usage.

**Student Film Agreement:** *(Student Signature Required)*

1. Props may Not be nailed on the walls. Only BLUE painter’s tape is allowed for any wall or structure taping.
2. No INTERIOR smoke effects allowed anywhere on campus.
3. All power cords MUST be taped down.
4. All LMU campus policies must be followed and all classrooms/facilities must be returned to their original set-up.
5. Damages or other extraordinary cleaning that occur during your event, will be billed directly to your student account.
6. All Student Housing policies must be followed if filming in a Student Housing facility.
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, XAVIER 112. All filming students filming on campus must meet with a representative from the Event Scheduling Office in XAVIER 112 **between the hours of 8:00am and 5:00pm Monday-Thursday, and 8:00am-12:00pm NOON on Friday.** All LMU event booking procedures must be followed for confirmation of filming locations and dates.

Student Signature: Date:

**Scheduling Office Use Only**

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Staff Member
Event Scheduling
Loyola Marymount University

Received by: Date: Time:_______