

Shoreline Film Office Site Location Contract to Film/Record on Campus

Procedures to obtain approval to film or record on campus (non-student projects):

- 1) Print this form and fill out information. Sign in applicable spaces with pen.
- 2) Confirm College staff representative (staff, faculty, paid monitor, work study) who will AGREE TO BE PRESENT At ALL during filming if the filming is scheduled for after 4:00 p.m. week nights or weekends.
- 3) Return completed form to Facility Rental Office via email, fax or in person to the #9000 PUB Building, lower level, AT LEAST 10 BUSINESS DAYS prior to the filming date(s)
- 4) If you have any questions, please contact:
 - Tony Doupe, SCC Film Office at 206-546-5829 - tdoupe@shoreline.edu
 - Suzanne Gugger, Facility Rental Office at 206-546-5863 - sgugger@shoreline.edu
- 5) The official College room reservation will be sent to you for your records.
- 6) When approved, a copy of this completed form will be provided for your records. It must accompany you on the shoot.
- 7) When approved, a rental contract must be signed and returned to the College, along with full payment.

APPLICATION DATE: _____

PROJECT NAME: _____

COMPANY INFORMATION:

Production Company: _____

Mailing Address: _____

Office Phone #: _____

Fax #: _____

Website: _____

Producer: _____

Phone: _____

Email: _____

Production Manager: _____

Phone: _____

Email: _____

Location Manager: _____

Phone: _____

Email: _____

Asst. Location

Manager: _____

Phone: _____

Email: _____

PROJECT INFORMATION:

**When you are filming or recording inside a college building or outside on campus, you are required to use signage and/or a sandwich board identifying there is a film shoot in progress. This will reduce public confusion and the risk of a 911 call and/or Security visit. The college reserves the right to read the script/scene that will be filmed on campus.*

Production Date(s): _____

Location(s) on campus: _____

Time start: _____

End: _____

Describe the project: _____

Production Budget: \$ _____



PRODUCTION INFORMATION:

This project is (check one):

- Feature Film
- Short Film
- TV Movie
- TV Programming
- Corporate Video
- Commercial
- Public Service announcement
- Documentary
- Still Photos
- Music Video
- Other as specified: _____

Estimated Crew #: _____

Equipment on site (including food trucks, overnight storage, etc): _____

Vehicle parking: Passes are required before 4 pm weekdays - prepurchase for \$1.50/day or buy at lot kiosks _____

NOTE: In accordance with WAC 1321-124-020 #2, weapons and fake weapons are not permitted on the college campus. Pyrotechnics, nudity, offensive clothing or items, or costuming representative uninformed authority are strictly prohibited while filming on campus.

Agreed by:

Please indicate if you need to borrow, use or rent any College equipment or materials.

Additional changes may apply. There is no guarantee you will be granted permission to use any college materials, equipment, etc. or have access to all areas of the campus. There will be no use of any building roof, dumpster, mechanical or electrical equipment, College vehicles, no climbing on buildings or attachments to buildings, including ladders, etc. and no use of private offices on campus, without prior approval.

Are you serving food and beverages during production? _____

***Alcohol, marijuana & illegal drugs are strictly prohibited during campus film and recording activities on campus.**

INSURANCE & TALENT WAIVERS:

Attach valid insurance certificate:

The Production Company or Organization responsible for filming or recording on campus will provide the College valid proof of Commercial General Liability insurance with a minimum amount of \$1,000,000., naming the Shoreline Community College as additional insured, and covering the dates of occupancy. The Production Company or Organization responsible for filming or recording on campus, agrees to indemnify the College against all liability, loss, cost, damage, or expense sustained or suffered by the College, including attorney's fees and other expenses of litigation resulting from, or arising in connection with the utilization of College facilities.

Talent Waivers:

If you film a Shoreline Community College student or other staff person, or if you pan over a room of students, you must either hide their face/identification and/or obtain written permission to include their image. The college reserves the right to request copies of student and/or walk-on actor waivers at any time prior to, during or after filming on campus. model releases are available.

SHORELINE COMMUNITY COLLEGE SUPERVISION:

A College supervisor or instructor must be present for all film shoots. Supervision and/or SCC Security will be required for film shoots after 4 p.m. on weekdays, weekends, and holidays or when a building is closed to the public, and charges will apply.

SCC Representative: _____ Signature: _____

Email: _____ Cell Phone: _____



USE OF COLLEGE NAME AND IMAGE:

Permission to use the college logo or image must be obtained in advance by the Public Information Office at Shoreline Community College. The college may request for our name to be included in the credits or other acknowledgement deemed appropriate by the College and the Production company. No signage or markings identifying the College shall be used in the project, that may imply College consent, without prior approval. All projects must clearly cast Shoreline Community College in a positive light.

Acknowledgment of Responsibility:

In the event that any College property, inside or around a building or outside on the Shoreline Community College campus, is damaged or destroyed during the filming or recording event, the person and organization signing this Application will be held financially responsible. Should you have questions regarding the use of college property, facilities or liability issues, please refer to the information posted online at: <http://www.shoreline.edu/roomrentals/>

I have read, understand and agree to abide by all Shoreline Community College policies & regulations relating to facility usage as outlined in this Application. I understand that additional fees and charges will be assessed for any damage associated with this event.

Signature of Applicant: _____ Dated: _____
Representing: _____

A copy of this paperwork MUST accompany the Person in Charge during the event and be produced when requested.

Shoreline Community College Approval Signatures:

RESERVATION # : *Copy of confirmed Reservation will be provided by SCC Rental office

All signatures MUST be obtained prior to the Application being submitted to SCC Facility Rentals, located in #9000 Bookstore. This application **MUST be received no later than 10 business days BEFORE the target filming date(s).**

Film Office Approval: Dated:

Security Approval: Dated:

Other: Dated:

24 hour SCC Security: 206-235-5860