

## Shoreline CC Student/Faculty Contract to Film, Record, Perform on Campus

**Procedures to obtain approval to film or record on the campus of Shoreline Community College:**

**Faculty projects only require this paperwork for weekend, after hours and holiday scheduled shoots.**

- 1) Print this form and fill out the information requested below. Sign in applicable spaces with pen.
- 2) Get approval signatures from your class instructor first, in advance (film faculty are generally available Mon, Tues, or Wed).
- 3) Filming in a campus office, library, black box, music, science or theater building, **NEEDS DEPARTMENT approval**
- 4) Confirm College staff representative who **WILL BE PRESENT** at all times during filming after 4 p.m. & weekends.
- 5) Get College approval signatures in the following order: 1) Faculty Advisor, 2) Building Managers if applicable, and 3) Security.
- 6) Turn in to the Facility Rental Office **AT LEAST 4 business days** prior to the event date(s).
- 7) The official College room reservation and approval will be given to the Applicant in writing prior to the event date.
- 8) Charges may apply and you will be invoiced by the Facility Rental department of Shoreline Community College.

**APPLICANT INFORMATION:**

Application Date: \_\_\_\_\_ Instructor: \_\_\_\_\_  
 Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
 Cell Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**PRODUCTION INFORMATION:**

This project is (check one):

- |   |  |
|---|--|
| <input type="checkbox"/> Feature Film           | <input type="checkbox"/> Public Service announcement |
| <input type="checkbox"/> Short Film             | <input type="checkbox"/> Documentary                 |
| <input type="checkbox"/> TV Movie / programming | <input type="checkbox"/> Still Photos                |
| <input type="checkbox"/> Commercial             | <input type="checkbox"/> Music Video                 |
| <input type="checkbox"/> Corporate Video        | <input type="checkbox"/> Other as specified: _____   |

Describe the project: \_\_\_\_\_  
 \_\_\_\_\_

**Production Date 1:** \_\_\_\_\_ Start/ End time: \_\_\_\_\_  
 Person in charge: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Location(s) on campus: \_\_\_\_\_

**Production Date 2:** \_\_\_\_\_ Start/ End time: \_\_\_\_\_  
 Person in charge: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Location(s) on campus: \_\_\_\_\_

Estimated Crew #: \_\_\_\_\_

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

Are you serving food or beverages? Please describe: \_\_\_\_\_

**\*\*Alcohol, marijuana and illegal drugs are strictly prohibited on campus during student events & activities.**

**LOCATION APPROVAL:**

Please contact department staff/manager (#1600 theater, #800 music, offices, library, gym) for approval.

Who approved? \_\_\_\_\_

Date: \_\_\_\_\_

**PRODUCTION INFORMATION continued...:**

Equipment on site: \_\_\_\_\_

Indicate if you would like to rent any College equipment or materials. Additional changes may apply and 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 College building roof, dumpster, mechanical or electrical equipment, vehicles. No climbing on buildings or attachments to buildings, including ladders, etc. and no use of private offices on campus. Film equipment is reserved directly with department staff.

Please describe: \_\_\_\_\_

**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:

**SIGNAGE AND CAMPUS COMMUNICATION:**

*When filming inside a public building or outside on campus, please use signage to identify a film shoot is in progress. This will eliminate public confusion and the risk of a 911 call or security visit. If you film a student or other person, or if you pan over a room of students, you must either hide their face/identification or obtain written permission.*

**IF FILMING WEEKENDS/AFTER HOURS, INDICATE THE STAFF SUPERVISOR OR HIRED MONITOR:**

Supervisor: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
(for after hours/weekends)

*Shoreline Community College Supervision and/or Security WILL be required for film shoots after 4 p.m. weekdays, weekends, and when a building is closed to the public. Additional charges will apply - approx. \$15.00/hour*

**ACKNOWLEDGEMENT OF RESPONSIBILITY:**

If 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 signing this Application will be held financially responsible. If 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 Shoreline Community College policies & regulations relating to facility usage as outlined in this Application.

**Signature of Applicant:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

*A copy of this paperwork must be available during the event and be produced if requested.*

**RESERVATION # :**

\*Copy of confirmed Reservation will be provided by College Rental office

**SHORELINE COMMUNITY COLLEGE APPROVAL SIGNATURES:**

All signatures MUST be obtained prior to the Application being submitted to Facility Rental Office, #9000 PUB building, lower level of the building. **This Application MUST be received no later than 4 business days BEFORE the target filming/recording date(s). Earlier is better!**

**Faculty Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Building Use Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
Library, Music, Theater, PUB, Gym, etc

**Security Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Facility Rental Office:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**24 hour SCC Security: 206-235-5860**