

FACILITY USE AGREEMENT REQUEST

FILMING

Date of Request: _____
Telephone: _____

Location Manager: _____
E-Mail: _____

Production Title: _____

Provide Filming Agenda and Marketing Material/Websites

Choose One

Student or Commercial Filming -- Will there be minors? Yes/No -- University or Outside Insurance

Filming Schedule

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Location</u>	<u>Activity</u>

Total Film Days: _____ Total Cast & Crew: _____

Total number of Vehicles: _____ Types of Vehicles: _____

Food Services: _____

Number of Scenes to be Filmed: _____ Which Scenes to be Filmed: _____

Description of Film: (Describe what actions will occur during the filming, including number of people, number and type of animals, the set and *all props* to be used; the purpose of filming; what the film will be used for..., etc. Attach additional information if needed.) _____

Type of Equipment to be brought onto Campus: _____

Special Effects? If so, please list in detail: _____

Campus Location(s): _____

On Campus Departments required (i.e. Facility Operations, Parking, and Police): _____

Fee/Charge (Office use only): _____

Company/Organization: _____ Company/Organization Contact: _____

Address: _____

Telephone No: _____ E-Mail Address: _____

Please return the completed form and supporting documentation to The Office of Events,
Facilities Use and Filming via email to eventscsuf@fullerton.edu.