CSUN

Department of Cinema and Television Arts

On-Campus Location Permit for CSUN Student Academic Project

Student media productions are required to obtain approval for interior locations on the CSUN campus. Exterior locations are permitted for production without approvals, unless there are special circumstances as highlighted in the "Rules and Regulations for On-Campus Filming", attached to this form. In addition, student productions are not permitted to interfere with official CSUN activities at any time.

This permit is to be kept by the student. The permit must be completed, approved and available during all production activity related to these locations. A copy of the signed and approved permit must also be submitted to the CTVA office (MZ 195) so that it may be kept on file.

PROJECT TITLE: _____

LOG LINE/DESCRIPTION: _____

_____

_____

Estimated Number of Cast and Crew: _____

LOCATIONS APPROVED:

SPECIFIC LOCATION(S)	DATE OF SHOOT	DURATION TIME (INCL. PREP TIME)	APPROVAL SIGNATURE
1)			
2)			
3)			
4)			

This form is to verify that _____, is currently a student at California State University Northridge in the Department of Cinema and Television Arts. I, the supervising Professor, have reviewed the script and plans for this assignment and approve this project as being practical and appropriate for shooting on campus.

_____ _____ _____

Professor's Name (Print) Telephone # Signature

Thank you for your cooperation in helping our students complete their film/video project. Please feel free to contact the supervising Professor or the Department of Cinema and Arts for additional information.

_____

CTVA Advisor Signature/Name (sign and print, please)

Film Option
Prof. Nate Thomas, Ext.3162
Prof. Michael Hoggan, Ext.2849
Prof. Karen Dee Carpenter, Ext.7811

Television Option
Prof. Quinn Saunders, Ext.7066
Prof. Thelma Vickroy, Ext.6361
Prof. Alessandro Jacchia, Ext. 7945
Prof. Mun Chee Yong, Ext. 7609

Revised Fall 2016

If there are any notable activities regarding health and/or safety associated with this project, please indicate here and please submit a copy of this form to CSUN Police Services:

_____

_____

_____

_____

Informed Consent/Waiver and Release Form Signed: _____

Note: CSUN Insurance is only available to students in CTVA 341, 355, 441, 442, 443, 452 and 453.

CAMPUS CONTACTS FOR SPACE USE

Location	Contact Name	Extension
CTVA Spaces	George Johnson	7674
Aronstam Library (Communication Studies)	Kathryn Sorrells	2853
Nordhoff Hall	Kat Carrido (for Theatre areas) / Natalie Papazyan (for other areas in Nordhoff Hall)	3086/2246
Cypress Hall (Music)	Nicole Hovland	3187
Journalism	Linda Bowen	3135
Art and Design Center	Ed Alfano	2242
Department of Police Services	Christina Villalobos	7922
All other CSUN locations, interior and exterior, including all classrooms	Kristina de los Santos/ Genelyn Arante (University Licensing)	6572

CSUN RULES AND REGULATIONS FOR ON CAMPUS FILMING:
Students must adhere to the following and all other campus rules, regulations and guidelines for filming on the campus of California State University, Northridge.

A. ALCOHOL & ILLEGAL DRUGS: Use of Alcohol and, or illegal drugs is prohibited on the campus of California State University, Northridge.

B. CLEAN UP: Students shall furnish all labor, materials and equipment to maintain an orderly, sanitary and clean operation. Students must leave all areas clean at the conclusion of any activity related to the film project. This includes the proper disposal of all trash and the removal of any posters, banners, etc., from all campus locations. Failure to comply with this provision will result in fee assessments.

C. CONSTRUCTION: No new construction or modification to existing facilities will be permitted on University property without prior approval.

D. DIVERSITY: California State University, Northridge is committed to creating and maintaining a working and learning environment free from discrimination and harassment. Discrimination and harassment based upon race, religion, color, disability, sex, sexual orientation, national origin, ancestry, or age violate both personal integrity and professional responsibility and will not be tolerated by the University.

E. EJECTMENT: The University reserves the right to eject, or cause to be ejected from its campus, any person, or persons, whose conduct creates a dangerous condition or violates any of the campus rules, regulations or guidelines. Neither the University; the State of California; the Trustees of the California State University, nor the officers, employees of each of them shall be liable to any student, or student project, for damages sustained as a result of such ejectment.

F. EMERGENCIES: All emergencies must be reported to the University Police Department by calling (818) 677-2111.

G. EQUIPMENT AGREEMENTS: Students are responsible to ensure that all property under their care, custody and control is adequately protected and or insured per the requirements of the CTVA program and rental or lease agreement(s). The University shall assume no liability for adhering to the terms and conditions of any agreement entered into by student(s) on behalf of the film related activity without prior acknowledgement.

H. FOOD OR DRINKS: No food or drinks, other than bottled water, are permitted inside lecture halls, classrooms, auditoriums, or any area not authorized as a food facility. Use of individual barbecues before, during, or after the film project activity is prohibited.

I. GREEN SPACE RESTRICTIONS: Student may not set up tents, booths, drive stakes or dig holes in lawns. No wood burning, or open fires are allowed on the University Campus**.**

J. HAZARDOUS MATERIALS: Students shall not bring nor permit to be brought onto the University Campus, any hazardous or potentially hazardous materials. Any exception request must be directed to the University's Office of Environmental Health, Safety & Risk Management at (818) 677-2401.

K. MAINTAIN ORDER: Students are required to protect all property from damage and provide a safe environment for all persons under student's direction and control. Student shall not permit a breach of peace or any act, which may endanger life, limb, health or property due to occasion of this filming event.

L. NOISE: No amplified music, loud equipment, construction, or explosions of any kind, may be used without written permission of CTVA Advisor and Police Services. Volume levels must adhere to the decibel level established by the Los Angeles Municipal Code, Chapter XI Noise Regulations (http://www.nonoise.org/lawlib/cities/losangel.htm).

M. NUDITY: Projects that include any element of nudity will require CTVA Advisor approval.

N. PARKING PERMITS: Campus Parking permits are required at all times (24 hours, 7 days a week) in order to park on the campus of California State University, Northridge. Students are responsible to notify their cast and crew about this requirement. Vehicles in violation of the campus parking policy will be cited and may be towed at the owner's expense. Fire Lanes must remain clear at all times.

O. PERMITS: Students shall consult with CTVA Advisor to determine the need for any permit or other form of Federal, State, City, County or other clearance, including, but not limited to, "FIRE". Copies of such permits are to be submitted to CTVA Advisor no fewer than five (5) campus business days prior to filming. Students shall be responsible for any fees, charges, or other costs associated with any permit or clearance.

P. POLICE OFFICERS: The University or CTVA Advisor may require that a University Police Officer be on hand at certain locations during student's filming. All locations will be surveyed by the CTVA Advisor to determine if a University Police Officer is necessary. Depending on nature of the filming, fees may apply for this service.

Q. **SIGNS, FLYERS, ETC.:** The posting of signs and flyers related to the film project placed on public property (i.e. telephone or utility poles, posts, street signs or trees) is strictly prohibited in accordance with the City of Los Angeles Handbill Ordinance 168321. All signs or flyers on the campus related to the film project must be approved by the Matador Involvement Center (677-5111). All signs and flyers must be removed immediately upon conclusion of the film project activity. Failure to comply with this requirement will result is fees charged back to the student for all costs associated with the removal of signage.

R. **SMOKING:** Smoking is prohibited on all University property.

S. **SPACE RESERVATIONS:** Students are responsible for properly reserving campus space prior to commencement of the film related activity. (See attached list of contacts for space reservation).

T. **STUNTS & SPECIAL EFFECTS**: Projects that include a stunt and/or special effect element will require CTVA Advisor approval.

U. **WEAPONS/FIREARMS:** No firearms or weapons of any kind, including toy replicas, shall be brought onto the University campus without approval from the University's Department of Public Safety. Contact the University's Department of Public Safety (818) 677-2111 for further information.

Student Agreement: I have read, understand and agree to abide by the above stated rules, regulations and guidelines for filming on the campus of California State University, Northridge.

Print Name: _____ Student ID Number: _____

Signature: _____ E-mail/Phone number: _____