

UNIVERSITY LICENSING

Campus Filming / Photoshoot Request

To request facilities and approval to film on the California State University, Northridge campus, please answer the following questions and email the form to licensing@csun.edu. Please allow 24-48 hours for the Licensing office to check availability of the requested locations.

Organization: _____ **Requestor's Name:** _____

Address: _____

Email: _____ **Phone / Campus Ext:** _____

LOCATIONS REQUESTED:

| SPECIFIC LOCATION(S) | SHOOT DATE(S) | ALTERNATE SHOOT DATE(S) | TIME FRAME (START/STOP, INCL. PREP TIME) |
|----------------------|---------------|-------------------------|--|
| 1) | | | |
| 2) | | | |
| 3) | | | |
| 4) | | | |
| 5) | | | |

- a. Number of Cast/Crew: _____ Is the requestor a Requestor/Licensee or staff on campus? **YES** ____ **NO** ____
- b. Please select project type: **Student Film** ____ **College/Dept** ____ **Commercial Use** ____ **Personal Use** ____
- c. Please provide a brief scene description of the project: _____

- d. Please list any equipment or special needs that you expect the campus to provide (i.e. wifi, electricity, generator, props, etc.):

- e. Will you need to purchase parking permits for cast/crew (if so, please indicate how many per vehicle type):
 Crew/Cast Cars _____ Vans / Shuttles _____ Work Trucks/Moho _____
- f. Are you planning to use any prop guns/knives/weapons or any special effects? Please describe _____

- g. Will food be served? If so, please specify (bringing own, crafty, catering trucks, etc.) _____
- h. Are you using actors/models that are non-CSUN Requestor/Licensees/staff? _____
 (If so, please see insurance requirements below in Item C.)

- A. University Licensing will check space availability and provide an estimated cost of the shoot (when necessary) for approval by the requestor/licensee after the requested facility is confirmed available and when necessary a tech scout has occurred.
- B. Copies of signed agreements, full payment, and cert. of insurance must be submitted 10-15 days PRIOR to the event date.
- C. Organization must obtain insurance from either a private carrier or CSUN Risk Management Office (818) 677-6830.
 - a. Certificate of Insurance for \$2 - \$4 Million. To include general liability, auto liability, and Worker's Compensation.
 - i. General Liability: \$1,000,000 per occurrence (Bodily and Property Damages)
 - ii. Commercial Auto Liability: \$1,000,000 per occurrence (Bodily and Property Damages)
 - iii. Worker's Compensation: per occurrence (Bodily or Disease)
 - b. Separate Endorsement Letter: The University Corporation and the University is named as an additional insured.

CSUN RULES AND REGULATIONS FOR ON CAMPUS FILMING:

Requestor/Licensee 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:** Requestor/Licensee shall furnish all labor, materials and equipment to maintain an orderly, sanitary and clean operation. Requestor/Licensee 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. **EJECTION:** 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 Requestor/Licensee, or Requestor/Licensee project, for damages sustained as a result of such ejection.
- F. **EMERGENCIES:** All emergencies must be reported to the University Police Department by calling (818) 677-2111.
- G. **EQUIPMENT AGREEMENTS:** Requestor/Licensee are responsible to ensure that all property under their care, custody and control is adequately protected and or insured. The University shall assume no liability for adhering to the terms and conditions of any agreement entered into by Requestor/Licensee 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:** Requestor/Licensee 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:** Requestor/Licensee 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:** Requestor/Licensee are required to protect all property from damage and provide a safe environment for all persons under Requestor/Licensee's direction and control. Requestor/Licensee 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 from the Licensing office 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 script approval prior to the shoot from the Licensing office.
- 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. Requestor/Licensee 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. **LIAISONS / SITE REPS:** The University or Licensing office may require that a filming liaison or site rep be on hand at select locations during the film or photo shoot. All locations will be surveyed by the Licensing office to determine if a liaison/site rep is necessary. If so, the Requestor/Licensee will be responsible for covering the staffing costs of the liaison which is charged at the hourly rates of: \$42 regular / \$63 overtime or graveyard / \$84 doubletime (over 12 hours). Please also note there is a \$42 break penalty charge.

- P. POLICE OFFICERS:** The University or Licensing office may require that a University Police Officer be on hand at certain locations during Requestor/Licensee's filming. All locations will be surveyed by the Licensing office 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 in fees charged back to the Requestor/Licensee for all costs associated with the removal of signage.
- R. SMOKING:** Smoking is prohibited on all University property.
- S. SPACE RESERVATIONS:** Requestor/Licensee 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 Licensing office 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.

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: _____ Date: _____

Signature: _____