SCC Student/Faculty Contract to Film or Record 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) If you want to film in an office, library, black box, music or theater building, you NEED 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.

**APPLICANT INFORMATION:**

<table>
<thead>
<tr>
<th>Application Date:</th>
<th>Instructor:</th>
</tr>
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<tbody>
<tr>
<td>Name:</td>
<td>Student ID#:</td>
</tr>
<tr>
<td>Cell Phone #:</td>
<td>Email:</td>
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</tbody>
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**PRODUCTION INFORMATION:**

This project is (check one):

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

Describe the project:

Production Date 1:

<table>
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<tr>
<th>Start/ End time:</th>
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Person in charge:

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<th>Cell Phone #:</th>
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Location(s) on campus:

Production Date 2:

<table>
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<tr>
<th>Start/ End time:</th>
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</thead>
</table>

Person in charge:

<table>
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<th>Cell Phone #:</th>
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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: ____________________

3/4/2016
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 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. 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 to the scene. 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.

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 or confirmed reservation will be provided by 

SCC 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: _______________________________

Security Approval: _______________________________  Date:_______  Title: _______________________________

Facility Rental Office: _______________________________  Date:_______  Title: _______________________________

24 hour SCC Security: 206-235-5860