Procedures to obtain approval to film or record on campus (non-student projects):

1) Fill out form, and sign in spaces indicated
2) Confirm College staff representative (staff, faculty, paid monitor, work study) who will AGREE TO BE PRESENT AT ALL TIMES during filming if the filming is scheduled for after 4:00 p.m. week nights or weekends.
3) Return completed form to Facility Rental Office via email, fax or in person to the #9000 PUB Building, lower level, AT LEAST 10 BUSINESS DAYS prior to the filming date(s)
4) If you have any questions, please contact:
   Tony Doupe, SCC Film Office at 206-546-5829 - tdoupe@shoreline.edu
   Suzanne Gugger, Facility Rental Office at 206-546-5863 - sgugger@shoreline.edu
5) When approved, a copy of this completed form will be provided for your records.

APPLICATION DATE: __________________________

PROJECT NAME: ____________________________

COMPANY INFORMATION:

Production Company: ____________________________

Mailing Address: ____________________________

Office Phone #: __________________ Fax #: __________________ Website: __________________

Producer: __________________ Phone: __________________ Email: __________________

Production Manager: __________________ Phone: __________________ Email: __________________

Location Manager: __________________ Phone: __________________ Email: __________________

Asst. Location Manager: __________________ Phone: __________________ Email: __________________

PROJECT INFORMATION:

*When you are filming or recording inside a college building or outside on campus, you are required to use signage and/or a sandwich board identifying there is a film shoot in progress. This will reduce public confusion and the risk of a 911 call and/or Security visit. The college reserves the right to read the script/scene that will be filmed on campus.

Production Date(s):

Location(s) on campus: ____________________________

Time start: __________________ End: __________________

Describe the project: ____________________________
PRODUCTION INFORMATION:
This project is (check one):
- Feature Film
- Short Film
- TV Movie
- TV Programming
- Corporate Video
- Commercial
- Public Service announcement
- Feature Film
- Documentary
- Still Photos
- Music Video
- Other as specified:

Production Budget: __________________________

Estimated Crew #: __________________________

Equipment on site (including food trucks, overnight storage, etc): __________________________

Are you serving food and beverages during production? __________________________

Vehicle parking: Parking passes required at all times - prepurchase or buy at lot kiosks. #: __________________________

Are fake weapons, nudity, pyrotechnics, costuming representing uniformed authority, etc, being used?

If YES, please describe: __________________________

Are you planning to use College equipment or materials on campus? YES or NO: _______

If YES, please describe: __________________________

Additional changes may apply. 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, without prior approval.

INSURANCE & TALENT WAIVERS:
Attach valid insurance certificate:

The Production Company or Organization responsible for filming or recording on campus will provide the College valid proof of Commercial General Liability insurance with a minimum amount of $1,000,000., naming the Shoreline Community College as additional insured, and covering the dates of occupancy. The Production Company or Organization responsible for filming or recording on campus, agrees to indemnify the College against all liability, loss, cost, damage, or expense sustained or suffered by the College, including attorney’s fees and other expenses of litigation resulting from, or arising in connection with the utilization of College facilities.

Talent Waivers:

If you film a Shoreline Community College student or other staff person, or if you pan over a room of students, you must either hide their face/identification and/or obtain written permission to include their image. The college reserves the right to request copies of student and/or walk-on actor waivers at any time prior to, during or after filming on campus. model releases are available.

SHORELINE COMMUNITY COLLEGE STAFF SUPERVISION:
A College paid supervisor (work study or event monitor) or instructor must be present for all film shoots. Supervision and/or SCC Security will be required for film shoots after 4 p.m. on weekdays, weekends, and holidays or when a building is closed to the public, and charges will apply.

Staff Representative: __________________________

Email: __________________________

Signature: __________________________

Cell Phone: __________________________

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USE OF COLLEGE NAME AND IMAGE:

Permission to use the college logo or image must be obtained in advance by the Public Information Office at Shoreline Community College. The college may request for our name to be included in the credits or other acknowledgement deemed appropriate by the College and the Production company. No signage or markings identifying the College shall by used in the project, that may imply College consent, without prior approval. All projects must clearly cast Shoreline Community College in a positive light.

Acknowledgment of Responsibility:

In the event that 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 and organization signing this Application will be held financially responsible. Should 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 all Shoreline Community College policies & regulations relating to facility usage as outlined in this Application. I understand that additional fees and charges will be accessed for any damage associated with this event.

Signature of Applicant: ___________________________ Dated: ___________________________

Representing: ____________________________________________

A copy of this paperwork MUST accompany the Person in Charge during the event and be produced when requested.

Shoreline Community College Approval Signatures:

RESERVATION #:

All signatures MUST be obtained prior to the Application being submitted to SCC Facility Rentals, located in #9000 Bookstore. This application MUST be received no later than 10 business days BEFORE the target filming date(s).

Film Office Approval: ___________________________ Dated: ___________________________

Security Approval: ___________________________ Dated: ___________________________

Other: ___________________________ Dated: ___________________________