INSTRUCTIONS FOR FILLING OUT THE FILMING PERMIT APPLICATION FOR USE OF RESIDENCE LIFE AND FIRST YEAR EXPERIENCE FACILITIES

You MUST complete the steps of this form in order! Skipping a step may result in slowing the process down, having to start the process over and/or the immediate denial of your application.

Residence Life and First Year Experience strongly recommends that you begin this application process at least 14 business days prior to the first day you anticipate filming. Please also understand that this request can and may be denied or revoked by any member of the departments of Residence Life and First Year Experience, Facilities Management, Public Safety, or other qualified university personnel at any time. In preparation of this application, please take into consideration the following items, which may be in violation of our policies and may result in an automatic denial of your application:

- Realistic depictions of acts of violence including the use or exhibition of any weapons including fake and/or replicas
- Simulated or actual use of any type(s) of drug(s) or alcoholic beverage(s)
- The use of any animals (excluding fish in tanks under 10 gallons)
- The use of fire or smoke effects
- Excessive amperage requirement
- Excessive noise
- Any other activities that violate the Student Conduct Code or the Resident License Agreement (RLA)

The Residence Life and First Year Experience office is located on the second floor of the Davis Community Center. We are open Monday-Friday from 8am-5pm and we can be reached at (714) 997 – 6603 or reslife@chapman.edu.

Step 1:

The requestor is/are the individual(s) filling out and signing the form. The requestor or requestors, if more than one, must be (an) individual(s) of authority on the film shoot and will be held personally responsible and liable for the actions that occur within the Residence Life and First Year Experience area(s) during set-up, filming, and/or breakdown. This includes, but is not limited to, damage to property. Below is a breakdown of some of the costs of damages, for your reference. Please keep in mind that the first requestor listed on the form (that is request #1) will be the one contacted throughout the approval process.

<table>
<thead>
<tr>
<th>Item</th>
<th>Fine Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damaged Bathroom doors</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Damaged Blinds</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Damaged Carpet</td>
<td>$ 75.00</td>
</tr>
<tr>
<td>Damaged Doors (closet doors)</td>
<td>$ 60.00</td>
</tr>
<tr>
<td>Damaged furniture (per item)</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>Damaged Light Fixtures</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Damaged Towel Rack</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>Damaged Walls/Ceilings</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Damaged Windows</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Damaged/Missing Screens</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Dirty Room level 2</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>Dirty Room level 3</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Dirty Room level 4</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Carpet Cleaning</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Missing Blinds</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Missing Doors (closet doors)</td>
<td>$ 125.00</td>
</tr>
<tr>
<td>Missing Trash and Recycle bins (each)</td>
<td>$ 15.00</td>
</tr>
<tr>
<td>Paint on Windows</td>
<td>$ 35.00</td>
</tr>
<tr>
<td>Personal Belongings left</td>
<td>$ 35.00</td>
</tr>
<tr>
<td>Damaged Closet Door Track</td>
<td>$ 35.00</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Rehang Closet Doors</td>
<td>$ 35.00</td>
</tr>
</tbody>
</table>

**Position** refers to the requestor’s position on the film (producer, director, location manager, etc).

Under **head count**, please indicate the maximum amount of people who will be on set at any given time. This includes all crewmembers, cast, and residents of the room, if applicable.

- Note: According to the Student Conduct Code, a maximum of 10 individuals may be in a residence hall room (Pralle-Sodaro Hall, Henley Hall, Sandhu Residence Center, South and North Morlan Hall, and the residence hall rooms of Glass Hall) at any given time, 15 for university-owned apartments (Harris and Davis Apartments, Glass Hall Apartments, Panther Village Apartments, and Chapman Grand Apartments).
- Note: (A) guest(s) of a resident must be accompanied by a resident of the room when in the room. If the guest(s) is/are non-Chapman students they must always be accompanied by the guest’s host when in the Residence Life and First Year Experience area(s).

When indicating your **start and end times**, this should include the time you arrive at the location prior to equipment unload to the time your last crew member leaves the location.

- Note: Filming, including set-up and break down, is allowed from 10:00 am to 10:00 pm Sunday through Thursday and 10am to 12am on Fridays and Saturdays. Quiet hours are subject to change.

When listing your **location**, make sure to indicate the building name, room number and room title, if applicable. If you require multiple locations, please be sure to fill out a separate form for each one. If you would like to use a community room, you will need to e-mail the Resident Director of the building to see if the specific room is available for this purpose and if you can reserve it. For more information on this step, please refer to **step three**.

Please be sure to specify whether this is for a Dodge College class and/or related to a project through Dodge College. If it is not, you may need to provide more details in order for us to review your request and determine whether you would be able to film in the Residence Life and First Year Experience area(s). If so, there may also be additional fees, steps, and/or documentation required.

**We will NOT consider any applications that are submitted without a complete copy of the script.** Please note: if any part of the script is written in a language other than English, a second, translated, copy of the script must be provided for review.

After filling out ALL parts of step 1, you may submit the application for a pre-approval signature at the Residence Life and First Year Experience office, located on the second floor of the Davis Community Center. For your reference, we are open Monday-Friday from 8:00am-5:00pm.

**Step 2:**

Residence Life and First Year Experience, including all student and professional staff persons, will NOT provide access to a residence hall room or off-campus university-owned property for purposes of filming. This includes rooms and properties that are not occupied.

If filming in a residence hall room, approval and signatures of **ALL** of the residents of a room are required. We also recommend that you receive verbal agreement of other nearby residents who may be affected by your filming process and/or the resident advisor of the area, if applicable.

**Step 3:**

You will need to receive the approval from the resident director or area coordinator (for Chapman Grand) of the building where your film shoot will be taking place. The names and contact information of these staff members are listed below.

Please be aware that the resident director or area coordinator will be verifying that you have appropriately addressed use of any student rooms in their building, use of common areas (and ensuring you appropriately booked them, if applicable), parking and any other situations that may arise during your film shoot that pertains to the use of the area they are responsible for overseeing. The resident director of the building can and may deny your request if it would create an uncomfortable and/or unsafe environment for students.
<table>
<thead>
<tr>
<th>Building</th>
<th>Resident Director Name</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartments (Harris &amp; Davis)</td>
<td>Alex Hart</td>
<td><a href="mailto:ahart@chapman.edu">ahart@chapman.edu</a></td>
<td>(714) 628 – 7251</td>
</tr>
<tr>
<td>Glass Hall</td>
<td>Tim Alexander</td>
<td><a href="mailto:talexander@chapman.edu">talexander@chapman.edu</a></td>
<td>(714) 516 – 6136</td>
</tr>
<tr>
<td>Henley Hall</td>
<td>Krista Kelly</td>
<td><a href="mailto:krkelly@chapman.edu">krkelly@chapman.edu</a></td>
<td>(714) 516 – 4747</td>
</tr>
<tr>
<td>Morian Hall</td>
<td>Annessa Garcia</td>
<td><a href="mailto:angarcia@chapman.edu">angarcia@chapman.edu</a></td>
<td>(714) 516 – 5477</td>
</tr>
<tr>
<td>Panther Village Apartments</td>
<td>Alex Hart</td>
<td><a href="mailto:ahart@chapman.edu">ahart@chapman.edu</a></td>
<td>(714) 628 – 7251</td>
</tr>
<tr>
<td>Pralle-Sodaro Hall</td>
<td>Christy Martinez-Saucedo</td>
<td><a href="mailto:martinezsaucedo@chapman.edu">martinezsaucedo@chapman.edu</a></td>
<td>(714) 997 – 6528</td>
</tr>
<tr>
<td>Sandhu Residence Center</td>
<td>Omar Zuwayed</td>
<td><a href="mailto:zuwayed@chapman.edu">zuwayed@chapman.edu</a></td>
<td>(714) 532 – 6058</td>
</tr>
<tr>
<td>Chapman Grand</td>
<td>Erin Ash</td>
<td><a href="mailto:eash@chapman.edu">eash@chapman.edu</a></td>
<td>(714) 516 – 6159</td>
</tr>
<tr>
<td>The K</td>
<td>Alex Hart</td>
<td><a href="mailto:ahart@chapman.edu">ahart@chapman.edu</a></td>
<td>(714) 628 – 7251</td>
</tr>
</tbody>
</table>

**Step 4:**

After completing steps 1, 2, and 3 you will need a signature from a production manager at Dodge College. For help, you may contact one of these folks directly at tvprodmgmt@chapman.edu.

If this project is unrelated to a class and/or assignment/project through Dodge College, you will skip this step and go to the next.

**Step 5:**

After you have determined what power you will be using, you will need to disclose this information to our campus electrician. His office is located at our Facilities Management Department (625 West Palm Avenue) just past the train tracks beyond the Dodge film school.

- If you are unsure of your power requirements, please consult your director of photography, gaffer, or best boy electric.
- If you are using power from the residence hall buildings, please note that our Facilities Management will not permit more than **20 amps** of power to be pulled from our circuits.
- The electrician is typically available between 8am and 4pm Monday through Friday.
- If you are planning to use a generator, you will need to consult further with our Facilities Management Department to arrange for safe operation and placement of this equipment. Please allow a few extra days to process a request in which you will be using a generator.

**Step 6:**

You will need to have Fire & Life Safety sign off on the film request confirming it does not violate any safety policies and/or procedures. Their office is located at 342 N. Glassell St. and they can be reached at (714) 744 – 7875.

**Step 7:**

After completing all of the above steps, you will need to bring the application, a copy of the script and any additional essential documentation or forms to Residence Life and First Year Experience for a final approval from either the director, associate director, or one of the assistant directors of Residence Life and First Year Experience. This may take several days. Our office will contact you when your application has been reviewed and is ready to be picked up. **Filming MAY NOT begin until (one of) the requestor(s) has all approved materials from our office in their possession!**

If, the application is approved a copy of it will be provided to (one of) the requestor(s) and will function as the permit. **(One of) The requestor(s) MUST BE PRESENT AND ABLE TO PRODUCE THIS PERMIT AT ALL TIMES DURING THE ENTIRE FILM SHOOT.** If any changes occur that would affect filming on our premises including changes to the script or film shooting plans after it has been approved OR during the process of approval, (one of) the requestor(s) must contact Residence Life and First Year Experience immediately so that we can review the changes before you begin filming and/or continue through the process.

If you have any questions or concerns please contact our office at reslife@chapman.edu or (714) 997 – 6603.
FILMING PERMIT APPLICATION FOR USE OF RESIDENCE LIFE AND FIRST YEAR EXPERIENCE FACILITIES

RESIDENCE LIFE AND FIRST YEAR EXPERIENCE - DAVIS COMMUNITY CENTER - 625 N GRAND STREET/ORANGE, CA 92866 - (714) 997 - 6603 - reslife@chapman.edu

1. Requestor #1: ____________________________ Position: ____________________________
   Phone number: ____________________________ CU Email: ____________________________
   Requestor #2: ____________________________ Position: ____________________________
   Phone number: ____________________________ CU Email: ____________________________
   Requestor #3: ____________________________ Position: ____________________________
   Phone number: ____________________________ CU Email: ____________________________

Location (Building & Room #): ____________________________ Expected head count: ____________________________

A separate form is required for each filming location

Shooting Date(s): ____________________________


Is this an assignment or project affiliated with any class at Chapman? Y or N (circle one)

Please provide additional details to the question answered above (i.e. class, instructor’s name, professional contact person, advisor, etc.):

________________________________________________________________________
________________________________________________________________________

List the scene heading(s) and page number(s) for each scene you plan to film in the location specified above:

________________________________________________________________________
________________________________________________________________________

Other special circumstances or notes (i.e. children on set, special effects, stunts, etc.):

________________________________________________________________________
________________________________________________________________________

Signature of RLFYE pre-approver: ____________________________
Name of RLFYE pre-approver: ____________________________
Notes from pre-approver: ____________________________
2. If filming is taking place within a residence hall room, you must have written approval of the current resident(s). Include the name(s) and signature(s) of consenting parties below. It is a good idea to consider giving verbal notice of your filming project to any and all neighboring rooms and/or the resident advisor of that area, if applicable.

<table>
<thead>
<tr>
<th>Resident 1 name:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident 2 name:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Resident 3 name:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Resident 4 name:</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

3. Do you plan to use (a) common area(s) for purposes related to this filming?  
   Y or N (circle one)

   Are you planning to have any vehicles related to filming in residence life areas?  
   Y or N (circle one)

   If you answered yes to either question please give more details to us regarding these vehicles (e.g. are you using a rental truck to transport equipment; how many cars, that do not belong to students living in the area, do you plan to bring to our areas, etc): 

   ____________________________

   ____________________________

   Signature of resident director or area coordinator of building: 

   Name of resident director or area coordinator of building: 

   Notes from resident director or area coordinator of building: 

   ____________________________

4. Signature of Dodge College production manager: 

   Name of Dodge College production manager: 

   Notes from Dodge College production manager: 

   ____________________________

5. Will your shoot require use of university electricity?  
   Y or N (circle one)

   Are you planning to use a generator?  
   Y or N (circle one)

   If you answered yes to either of the questions above, please include this information when you fill out a facilities online work request to request a meeting with the electrician. You will also need to include the following details
about the film shoot as well: date, location, equipment used, etc.

***If you do not require the use of university electricity and/or are not using a generator, you do not have to meet with the electrician and can skip this step!

Total Amperage: ___________________   Total Wattage: ___________________

Signature of electrician: _______________________________________________________

Name of electrician: ___________________________________________________________

Notes from electrician: ___________________________________________________________

6. Signature of representative from Fire and Life Safety: ____________________________

Name of representative from Fire and Life Safety: _________________________________

Notes from Fire and Life Safety: _________________________________________________

FOR OFFICE USE ONLY—FOR OFFICE USE ONLY—FOR OFFICE USE ONLY—FOR OFFICE USE ONLY

FORM REVIEWED AND CLEARED FOR DIRECTOR APPROVAL

Signature of administrative assistant: _____________________________________________

Name of administrative assistant: _______________________________________________  

7. As the requestor, I hereby acknowledge that I have read and understand that I am responsible for the actions of my crew and myself. In addition I understand that I must contact Residence Life and First Year Experience should any of the aforementioned details change between the time of final approval and filming. I agree that I will not proceed with filming unless this form has been filled out in its entirety and we have the support of Residence Life and First Year Experience to begin filming.

Requestor #1’s Signature: ___________________________   Date: ________________

Requestor #2’s Signature: ___________________________   Date: ________________

Requestor #3’s Signature: ___________________________   Date: ________________

Director, associate director, or assistant director of RLFYE’s signature: ___________________________

Director, associate director, or assistant director of RLFYE’s name: ___________________________