

## License of Facilities Filming Application

All filming and photo shoots require at least **10 working days' notice**. Agreements scheduled without such notice will be charged a fee of \$100.00 for late notice. Proof of insurance and liability **must be** provided and approved prior to event. Without proper insurance the license is not confirmed and can be cancelled at the discretion of the University. All filming and photo shoots requires the presence of a University Police Officer for the duration of the shoot.

Completed forms can be emailed [here](#).

Please check which mostly describes your organization:

- Campus Department/Auxiliary
- Off Campus Government Org.
- Off Campus For Profit
- Off Campus Non-Profit (Current 501(c)(3) must be provided)
- Other

Event Co-Sponsor: \_\_\_\_\_

### Contact Information

### \*\*Required for Student Clubs and Organizations

Applicant   Organization	
Address	
City ST ZIP Code	
Contact Phone	
E-Mail Address	
Advisor **	
Advisor Ext./Email**	

### Filming | Photo Shoot Information:

During which date(s), time(s), and location(s) would you like to have the event?

Filming date(s):			
Filming location(s):			
Start time:	Set-up time:	Tear down time:	End time:
Estimated crew:	Number of cameras:	Number of RVs:	Under 18:

Detailed description of the Filming | Photo Shoot: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\* Please attach storyboards with the application in PDF format.**

### The Proposed Film | Photo Shoot is:

- |   |   |
|---|---|
| still photography   | television commercial                     |
| motion picture  | television show                           |
| multiple locations  | more than one day                         |
| providing food; if yes, please email: <a href="mailto:ehs@cpp.edu">ehs@cpp.edu</a> , and provide this <b>form</b> . | will require special set-up or equipment: |
- \_\_\_\_\_
- \_\_\_\_\_

### Representative's Signature

This is an application only and is not the license agreement. The date(s) you requested cannot be held until this application is signed and returned with a check deposit in the amount of \$500.00 made payable to Cal Poly Pomona.

Name (printed)	
Signature	
Date	

Thank you for completing this application form and for your interest in Cal Poly Pomona!