

INSTRUCTIONS FOR FILLING OUT THE FILMING PERMIT APPLICATION

RESIDENCE LIFE AND FIRST YEAR EXPERIENCE

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. 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.

Position refers to the requester's position on the film (producer, director, location manager, etc.). Under head count, please indicate the maximum number 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 6 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, 10 for university-owned apartments (Harris and Davis Apartments, Glass Hall Apartments, Sandhu Suites, Panther Village Apartments, The K 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 they are all listed on the form. If you would like to use a community room, you will need to e-mail the appropriate building manager to see if the specific common area 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.

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 (building manager) 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.

Susana Elizalde	714-997-6528	Resident Director-Pralle Sodaro	selizalde@chapman.edu
Celina Davis	714-997-6603	Resident Director- Henley	cedavis@chapman.edu
Tim Alexander	714-516-6136	Resident Director- Glass	talexander@chapman.edu
Christy Martinez-Saucedo	714-516-6125	Resident Director- Sandhu	martinezsaucedo@chapman.edu
Omar Zuwayed	714-532-6058	Interim Resident Director- Morlan	zuwayed@chapman.edu
Annessa Garcia	714-516-5477	Area Coordinator- The K, Davis/Harris, and Panther Village	angarcia@chapman.edu
Alex Hart	714-628-7251	Area Coordinator- Chapman Grand	ahart@chapman.edu

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

Step 5:

After determining the power and lightening requirements you are requesting you will need to submit a Work Request for a meeting with one of our Electricians. A Facilities Work Request **MUST** be submitted **TWO WEEKS** before filming using the Facilities Work Request link

<https://www.chapman.edu/campus-services/facilities-management/services/work-requests/index.aspx>.

Make sure you include the building, room number, filming date/s and times. Once a Work Request has been submitted an Electrician will reach out to you to schedule an appointment to discuss power requirements and sign filming permit paperwork.

- If you are unsure of your power requirements, please consult your director of photography, gaffer, or best boy electric. This information will need to be disclose to one of our campus Electricians during your meeting.
- 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.
- 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 submit a Fire and Life Safety application online **5 business days** prior to filming day at <https://chapman.campusoptics.com/pr/filiming-residence> and include the following documents: Film Permit Application with all signatures required from Steps 1-5, the script, and the safety plan. You may schedule the required in-person appointment for final approval through the F&LS booking calendar once your application is accepted from F&LS.

The booking calendar can be found here:

<https://outlook.office.com/owa/calendar/FireSafety2@chapman.edu/bookings/>

Questions can be emailed to firesafety@chapman.edu.

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. At least 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.

Filming Permit Application

Residence Life and First Year Experience

Step 1:

Production Title: _____

Requestor #1: _____ Position: _____

Phone number: _____ CU Email: _____

Requestor #2: _____ Position: _____

Phone number: _____ CU Email: _____

Locations (building and room #): _____

Expected Head Count: _____ (max: 6 for residence hall rooms, 10 for apartments)

Shooting Dates: _____

Time to begin filming: Day1: _____ Day 2: _____ Day 3: _____ Day 4: _____ Day 5: _____

Time to end filming: Day1: _____ Day 2: _____ Day 3: _____ Day 4: _____ Day 5: _____

Is this a class assignment or project affiliated with any class at Chapman? Yes or No (circle one)

If yes, please provide class name, professor's name and advisor: _____

List the scene headings and page numbers 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: _____

Step 2: Approval from Residents

If filming is taking place within a residence hall room, you must have written approval of the current resident(s). Include the names and signatures of consenting parties below. It is also a good idea to give verbal notice of your filming project to any and all neighboring rooms and/or the resident advisor of that area.

Resident 1 name: _____ Signature: _____

Resident 2 name: _____ Signature: _____

Resident 3 name: _____ Signature: _____

Resident 4 name: _____ Signature: _____

Step 3: Approval from Building Manager

As a guest in the residence life area you are expected to comply with our [conduct code](#).

Do you plan on using common areas for purposes related to filming? Y or N (circle one)

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

If you answered yes to either question please give more details about the common areas you plan to use and the vehicles you are using (i.e. are you using a rental truck to transport equipment; how many cars that do not belong to students lying in the area, etc): _____

Signature of building manager: _____

Name of building manager: _____

Notes: _____

Step 4: Approval from Dodge

Signature of Dodge College production manager: _____

Name of Dodge College production manager: _____

Notes: _____

Step 5: Approval from Electrician

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

Are you planning on using a generator? Y or N (circle one)

If you answered yes to either of the questions above, make sure to include the information with the building, room number, date, and time of filming in your Work Request.

<https://www.chapman.edu/campus-services/facilities-management/services/work-requests/index.aspx>

*If you are not using University electricity and you are not using a generator then you do not need to meet with the electrician and can skip this step!

Total Amperage: _____ Total wattage: _____

Signature of electrician: _____

Name of electrician: _____

Notes: _____

Step 6: Approval from Fire and Life Safety

Signature of representative from Fire and Life Safety: _____

Name of representative from Fire and Life Safety: _____

Notes from Fire and Life Safety: _____

Step 7: Acknowledgment from Requestors

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 Signature: _____ Date: _____

Requestor #2 Signature: _____ Date: _____

Requestor #3 Signature: _____ Date: _____

Please return this entire form to the Residence Life and First Year Experience Office for final approval.

Signature of administrative assistant: _____

Name of administrative assistant: _____

Director of RLFYE's Signature: _____

Director of RLFYE's name: _____

Notes: _____
