HUNTER COLLEGE
STUDENT FILM SHOOT APPLICATION

Request must be submitted 2 weeks prior to the event to Central Reservations at the 68th Street Campus, Room 711 West, Phone (212) 772-4872 Fax (212) 772-4780

Name: ________________________________________________

Day Time Phone #: ___________________________ Cell#: ________________________________

Event: ______________________ Class: ___________ Professor of class ____________________

Intended number of people in cast: ____________ Intended number of people in crew: ______________

Day & Date of Event ________________________________ Time of Shoot: from: _______ to: _______

Room/Location requested: ________________________________

Intended purpose of film: ________________________________________________________________

Will it be used commercially: ____________________________________________________________

Professional Actors in attendance: __________________________________________________________

Number of cameras: ______________________ Battery operated or electric: __________________

Cables: ______________________ Lights: ________________________________________________

List all the set pieces, props & costumes that will be used:

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General Film Shoots
• Filming is not permitted in the following areas:
  Boiler rooms
  Dorms
  Kitchen in Cafeteria
  Labs
  Morgue
  Roof
  Swimming Pool

Please Note: For film shoot at the Brookdale Campus:
1. The dorms are only available for film shoots for the students that live there and approval must be given by the entire floor.
2. The only film shoots permitted will be film shoots required for a class.
3. Filming is not permitted during final exams
4. Filming is not permitted near the Security Desk.
5. Filming is not permitted in the Basement

Requirements:
• Hours: if available, 8:00am – 11:00pm
• Letter from Professor of class on department Letterhead or stamped by department
• Release form
• Script approved by the Dean of Student Services and Activities
• Script approved by Public Safety & Security
• Signs for posting

PLEASE NOTE: SIGNATURES MUST BE ACQUIRED IN THE FOLLOWING ORDER.

1. Approved by Dean of Students__________________________________________ (Room 1103 East)
2. Approved by Public Safety & Security___________________________________ (Room B122 West)
3. Approved by VP of Administration______________________________________ (Room East 1702)

This Reservation is not confirmed until all requirements are approved and signed by a Central Reservations Representative.

Confirmed by: _________________________________ Date: __________________________