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) 396-6902 Fax (212) 772-4780

Name: ____________________________________________

Email: _____________________________________________ 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: _______________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
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: ___________________________