

Date: _____
Time: _____
Initial: _____

HUNTER

The City University of New York
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
695 Park Avenue, New York, N.Y. 10065
Central Reservations ~ Room 711 West
(212) 396-6902 Fax (212) 772-4780

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: _____