



695 Park Avenue, New York, N.Y. 10065 Central Reservations ~ Room 711 West  
Phone: (212) 396-6902  
Email: [Central7@hunter.cuny.edu](mailto:Central7@hunter.cuny.edu)

## Hunter College Student Film Shoot Application

Please email [central7@hunter.cuny.edu](mailto:central7@hunter.cuny.edu) first to check to see what spaces are available before filling out the form.

Request must be submitted 2 weeks prior to the event to Central Reservations at the 68<sup>th</sup> Street Campus, Room 711 West, Email [central7@hunter.cuny.edu](mailto:central7@hunter.cuny.edu).

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Student Film Shoot Rules**

**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:**

- The dorms are only available for film shoots for the students that live there and approval must be given by the entire floor.
- The only film shoots permitted will be film shoots required for a class.
- Filming is not permitted during final exams
- Filming is not permitted near the Security Desk.
- 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. Please email [central7@hunter.cuny](mailto:central7@hunter.cuny) first to check to see what spaces are available before filling out the form.**

Confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_