

**MOORPARK COLLEGE
APPLICATION FOR A FILM OR PHOTOGRAPHY PERMIT**

Project _____

Production Company _____

Mailing Address _____

Email Address _____

Location Manager _____ Phone _____

Type of Project:

Feature Film () Broadcast Television () Commercial () Print Ad ()

Student Film ()

- Instructors Name _____
- Class Name _____
- School _____

Shoot Date(s) _____ Prep/Strike date(s) _____

Hours Requested _____

Locations Requested: _____

Will there be driving/traveling shots? Yes () No ()

If Yes, give location and description of what will take place

Do you plan on using a public address system? Yes () No ()

Date/Time of Use _____

Will Animals/Pets be Present Yes () No ()

If yes, what type of animals and how many? _____

On Campus Parking Requirements _____

of Cast & Crew _____ # of Extras _____

Will you be providing catering services for your cast, crew, and extras? Yes () No ()

Name/ Phone of Caterer _____

(A copy of the Caterer's Health Permit must be submitted to the College Business Services Office before the scheduled event)

Applicants Name

Applicants Signature/Date

Moorpark College Approval/Date

FILMING GUIDELINES

1. For convenience, the word "filming" as used in these Guidelines shall include Motion Pictures, Filming, Videotape, Still Photography and Digital Imaging.
2. All signs must be approved prior to placement and must be removed when filming is completed.
3. Parking on campus is by permit only. Arrangements for cast, crew and production vehicles must be made a minimum of 72 hours in advance. All parking citations received during filming will not be rescinded by the College Business Services Office. The instructions on how to contest the citation are written on the back of the citation.
4. If, in the opinion of the ranking MC Police Officer on Campus, the activity of the filming is hazardous to public safety, the MC Police Officer shall have the authority to terminate the filming. If the MC Police Officer determines the hazard has been corrected, the filming may continue.
5. All requests to modify this application must be made in writing and submitted to the College Business Services Office. The only person who may approve modifications is Leanne Colvin.
6. The Applicant shall make no alterations or additions to the facilities without written consent of the College Business Services Office. If alterations or additions are agreed to and made, the Applicant will restore the facility to its original condition at the expense of the Applicant prior to the end of filming.
7. It is important that the Moorpark College community have some access to the college's facilities. Permission to film on Campus is contingent upon the film crew allowing access to all locations where filming is taking place.
8. Vehicles and equipment associated with filming must be parked in locations that do not block designated fire lanes or access to fire protection equipment, walkways or handicapped ramps or parking spaces. When feasible, vehicles should be parked in locations that have minimal effect on pedestrian traffic. Where vehicle parking will affect pedestrian traffic, film crews will be expected to set up appropriate signage and safety barriers to alert pedestrians to potential hazards.
9. Filming equipment shall be set up in a manner that does not create safety hazards. Mats and other cable coverings must be used when cables are laid out across a walkway. Prior approval must be given if using a lift crane or other heavy crane on concrete.
10. All construction, equipment set-up, and other activities associated with filming must be conducted safely and in accordance with OSHA and Ventura County Fire Department standards.
11. Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by Moorpark College.
12. All catering, crafts services, construction, strike, and personal trash must be removed from the location at the conclusion of filming. Use of College dumpsters may be provided, and must be arranged prior to filming, at an additional cost to the Applicant.
13. Noise levels should be kept as low as possible. Amplified Sound is not permitted without express permission of the College Business Services Office.
14. Cast and crew are to remain on or near the area that has been permitted. Do not trespass on to other areas (i.e. buildings/classrooms/offices/fields) without prior approval from the College Business Services Office.
15. Cast and crew shall not bring pets to the College unless expressly authorized in advance by the College Business Services Office. Seeing-eye dogs are exempt.
16. Smoking is only allowed in parking lots. Applicant agrees to provide butt cans for cast and crew if needed.
17. Appropriate behavior and respect shall be shown by all members of the film crew towards students, staff and guests of the College.
18. The Applicant must comply with the provisions of the permit at all times.
19. The Applicant shall comply at all times with all ordinances, laws and regulations affecting the use and occupancy of the facilities.

I have read and understand these guidelines and agree to the requirements set forth in this document. I understand that any substantive change in the above information will require resubmission of this application.

Location Manager

Date