



Motion Picture Filming and Television Production Permit Application
For filming on Regent University Campus including CBN & Founders Inn property

Fill out this form and submit to your instructor for approval before forwarding it to the proper office for further processing and approval.

Allow at least 2 weeks for processing. Last-minute requests will not be processed.

Class Project Title: _____

Student Applicant: _____ Position on Project: _____

Student Email: _____ Class: _____

Student Phone: _____ Class Professor: _____

Today's Date: _____ Professor Extension: _____

1. Production Type:

- Still Photography Webisode Narrative Film
- Corporate/Training Video Documentary Music Video
- Other (describe): _____

2. Total Personnel: Cast: _____ Crew: _____

3. Vehicle Details:

Cars: _____ Trucks: _____ Generators: _____ RVs: _____ Other: _____

4. Equipment Details: List all equipment (camera, lights, sound, etc.) that will be used for filming:

- 5. Will there be children under the age of 16 on set? Yes No
- 6. If yes, have you obtained a theatrical permit for the minor? Yes No
- 7. Will there be outside volunteers (non-Regent students) on set as cast or crew? Yes No
- 8. If yes, have you acquired each person's signature on a volunteer form? Yes No
- 9. Will you be filming on a street or within the public right of way? Yes No
If filming is planned on campus streets, please submit a site plan (campus map) showing locations of filming and route(s) traveled in order to film a scene. Note: Campus police must be utilized.

10. Location Shoot Specifics

Please list details for each filming location, including: buildings, exterior structures, or pathways that are in the shot composition; a summary of each scene (including cast, props, etc.); and the prep/film/strike times. Attach additional sheets if necessary.

#	Date	Location	Details of Scene	Prep/Film/Strike	Approval
ex	Oct 1, 2020	SC Ordinary	Two students are seated, eating. Begin discussing their group project. One student squirts ketchup on the group notebook.	P: 7:30am F: 8:00am S: 9:00am	(office use only)
1					
2					
3					
4					
Please list makeup shoot dates/times below and alternate locations (your "Plan B"):					

11. Does your project involve stunts or special effects (ex. smoke)? Yes No
 If so, please provide detailed information about the stunts/special effects planned:

12. Does your project involve any mock weapons? Yes No
 If yes, please list: _____

Note: University police are required to conduct a weapons check for any filming on campus with mock weapons. If your request is approved, contact Campus Police at (757) 226-2075 thirty minutes before your shoot to arrange for an officer to inspect the mock weapon(s). No live weapons are allowed anywhere on Regent University property.

Applicant's Signature: _____ Date: _____
 Professor's Signature: _____ Date: _____

Submission Instructions:

Students: After completing this form, sign and give to your instructor for approval. Then, submit to Administrative Services for approval and room reservations. **Allow 2 weeks for processing.** All details must be clearly included or your project may be delayed.

- Option 1: Email application to Admin. Services at adminservices@regent.edu
- Option 2: Mail or drop off application to Admin. Services in ADM 116

Instructors: Review the form, make recommendations and edits as needed, and then sign.

This section to be completed by University staff

ROUTING		
	Yes/No	Signature, comments, fees, or conditions
Admin. Services	<input type="checkbox"/>	_____
*Campus Police	<input type="checkbox"/>	Permit #: _____ Approved by: _____ Date: _____
*Media Services	<input type="checkbox"/>	_____
*Safety Manager	<input type="checkbox"/>	_____
<p>*Campus police approval required if mock weapons are to be used. Safety manager approval needed if using stunts. Media Services approval required if using certain COM locations.</p>		
<p>Required attachments: <input type="checkbox"/> No special attachments required <input type="checkbox"/> Traffic Control Plan</p>		
<p>Additional notes or conditions of approval: _____</p> <p>_____</p> <p>_____</p>		
<p>Permit effective _____ (Date & Time) through _____ (Date & Time)</p>		