



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

Fill out this form and forward to your instructor for approval. The instructor will forward it to the proper office for further approval and processing.

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

Project Title: \_\_\_\_\_

Class Project     Approved Project    Class #: \_\_\_\_\_    Today's Date: \_\_\_\_\_

Approving Faculty Member: \_\_\_\_\_    Professor Extension: \_\_\_\_\_

Student Applicant: \_\_\_\_\_    Position on Project: \_\_\_\_\_

Student email: \_\_\_\_\_    Student Phone: \_\_\_\_\_

Production Dates (To be covered by this Permit) \_\_\_\_\_

Hours of Filming (e.g. 730a-10a): \_\_\_\_\_

**1. Production Type**

- Still Photography                       Webisode                       Narrative Film                       Music Video
- Corporate/Training Video               Documentary
- Other (Describe): \_\_\_\_\_

**2. Total Personnel:** \_\_\_\_\_ **Total Vehicles/Equipment:** \_\_\_\_\_

**3. Vehicle Detail:**

Cars: \_\_\_\_\_ Trucks: \_\_\_\_\_ Generators: \_\_\_\_\_ RVs: \_\_\_\_\_ Other: \_\_\_\_\_

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

- 5. Will there be children under the age of 18 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, you agree to acquire each person's signature on a Volunteer Form (see production manual for form).

**9. Location Shoot Specifics**

On the following page, please list the specifics for **each** filming location, including buildings, and exterior structures or pathways that are in the shot composition, and a summary of each shot (including animals, children, stunts, weapons, etc.). Attach additional sheets if necessary.

The following chart is a summary of the information provided above. Please be detailed.

Date(s) of Shoot	P/F/S *	#	Exact Location (one per box)	Details of Scene	Approve/Deny (Office use only)
Oct 1, 2015	Ex. F: 8a P: 7:30a S: 9a			List specifics of scene. What are you trying to capture? What will noise level/voice level be? Are stunts performed? How many cast members/crew members in space? Special setups required?	
		1			
		2			
		3			
		4			
		5			
List Back up Dates here (Plan B)		6			

\*Prep/Film/Strike Time

### 8. Filming within the Public Right of Way

If filming is planned on campus streets, please submit a site plan (campus map) showing location(s) of filming, cast, crew, vehicle(s), and route(s) traveled in order to film a scene. Note: Campus police must be utilized for any filming on campus roads.

\_\_\_\_\_

\_\_\_\_\_

**9. Stunts/Special Effects:** If your project will include stunts or special effects (smoke), please provide detailed Information about the stunts/special effects planned: \_\_\_\_\_

\_\_\_\_\_

**Note:** No pyrotechnics are allowed on campus property. Squibs may be used, but only by a licensed professional.

Licensed Professional: \_\_\_\_\_

Licensed Professional Phone & Email: \_\_\_\_\_

License #: \_\_\_\_\_

**10. Mock Weapons:** Please list any mock weapons to be utilized in your shoot.

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**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, select option #2 sixty 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.

- I understand I must leave all areas clean and in proper order, as found. Yes
- I understand I am responsible for any damage or extra cleaning. Yes

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Professor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Step-by-Step:**

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**Students:**

1. Complete this form and electronically sign. All detail must be included or processing will be delayed. This form must be submitted at least 2 weeks in advance of your shoot or it will not be considered.
2. If you are proposing a potentially dangerous stunt or effect, Safety Manager Professor Megan Weaver-Seitz must sign off on your form first. Email this form to [mweaver@regent.edu](mailto:mweaver@regent.edu).
3. If the Safety Manager's approval is not needed, submit to your instructor for approval.

**Instructors:**

Read the form, sign electronically, and submit to the proper office for approval and room reservations.

- [techscheduling@regent.edu](mailto:techscheduling@regent.edu) if CAS/COM theatre spaces within the COM Bldg are requested.
- [admins@regent.edu](mailto:admins@regent.edu) if any other spaces are requested.

**[Continue to next page for approvals, conditions, and reminders.](#)**

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This Section to be completed by University Staff

### ROUTING

	Yes / No	Signature/Comments/Fees or Conditions
Safety Manager	<input type="checkbox"/> <input type="checkbox"/>	_____
Tech Ops	<input type="checkbox"/> <input type="checkbox"/>	_____
Admin Services	<input type="checkbox"/> <input type="checkbox"/>	_____
*Police Dept.	<input type="checkbox"/> <input type="checkbox"/>	_____

\*Police Dept. approval only required if mock weapons will be used.

**Required Attachments:**

No Special Attachments Required       Traffic Control Plan

**Any Additional Notes or Conditions of Approval:** \_\_\_\_\_

\_\_\_\_\_

Permit # RCPD: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

This permit will be effective \_\_\_\_\_ (Date & Time) Through \_\_\_\_\_ (Date & Time)

If there are any changes to this project dates, times, or locations, you agree to inform the scheduling offices immediately.

- techscheduling@regent.edu : CAS/COM theatre spaces within the COM Bldg.
- adminservices@regent.edu : All other spaces.

**All important and applicable notifications/reminders are checked below:**

For student lounge, you may not use the space exclusively and must share the space with others who may be there. We endeavor to keep this a student space at all times.

For library, you must follow all instructions given by library staff.

For library shoots, must remember you are using a functioning library and cannot hinder any doorways or main pathways. Noise must be kept to a minimum.

Campus Police is copied on all production permit confirmations. If you indicated you will be using mock weapons during your shoot, you must have Campus Police approval before beginning your shoot.

Additional notification/reminder: \_\_\_\_\_

\_\_\_\_\_