



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 Endowment Film
- 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.

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.

If relevant, I have submitted my script to the safety manager due to stunts/mock weapons/activities that might put others at risk. Yes

- 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:

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.
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 if CAS/COM theatre spaces within the COM Bldg are requested.
- admins@regent.edu if any other spaces are requested.

Continue to next page for approvals, conditions, and reminders.

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: _____
