

Student Academic Film Project Requirements for On-Campus Filming

CSUN RULES AND REGULATIONS: Students must adhere to the following and all other campus rules, regulations and guidelines for filming on the campus of California State University, Northridge.

- A. ALCOHOL & ILLEGAL DRUGS:** Use of Alcohol and, or illegal drugs is prohibited on the campus of California State University, Northridge.
- B. CLEAN UP:** Students shall furnish all labor, materials and equipment to maintain an orderly, sanitary and clean operation. Students must leave all areas clean at the conclusion of any activity related to the film project. This includes the proper disposal of all trash and the removal of any posters, banners, etc., from all campus locations. Failure to comply with this provision will result in fee assessments.
- C. CONSTRUCTION:** No new construction or modification to existing facilities will be permitted on University property without prior approval.
- D. DIVERSITY:** California State University, Northridge is committed to creating and maintaining a working and learning environment free from discrimination and harassment. Discrimination and harassment based upon race, religion, color, disability, sex, sexual orientation, national origin, ancestry, or age violate both personal integrity and professional responsibility and will not be tolerated by the University.
- E. EJECTMENT:** The University reserves the right to eject, or cause to be ejected from its campus, any person, or persons, whose conduct creates a dangerous condition or violates any of the campus rules, regulations or guidelines. Neither the University; the State of California; the Trustees of the California State University, nor the officers, employees of each of them shall be liable to any student, or student project, for damages sustained as a result of such ejection.
- F. EMERGENCIES:** All emergencies must be reported to the University Police Department by calling (818) 677-2111.
- G. EQUIPMENT AGREEMENTS:** Students are responsible to ensure that all property under their care, custody and control is adequately protected and or insured per the requirements of the CTVA program and rental or lease agreement(s). The University shall assume no liability for adhering to the terms and conditions of any agreement entered into by student(s) on behalf of the film related activity without prior acknowledgement.

- H. FOOD OR DRINKS:** No food or drinks, other than bottled water, are permitted inside lecture halls, classrooms, auditoriums, or any area not authorized as a food facility. Use of individual barbecues before, during, or after the film project activity is prohibited.
- I. GREEN SPACE RESTRICTIONS:** Student may not set up tents, booths, drive stakes or dig holes in lawns. No wood burning, or open fires are allowed on the University Campus.
- J. HAZARDOUS MATERIALS:** Students shall not bring nor permit to be brought onto the University Campus, any hazardous or potentially hazardous materials. Any exception request must be directed to the University's Office of Environmental Health, Safety & Risk Management at (818) 677-2401.
- K. MAINTAIN ORDER:** Students are required to protect all property from damage and provide a safe environment for all persons under student's direction and control. Student shall not permit a breach of peace or any act, which may endanger life, limb, health or property due to occasion of this filming event.
- L. NOISE:** No amplified music, loud equipment, construction, or explosions of any kind, may be used without written permission of CTVA Advisor. Volume levels must adhere to the decibel level established by the Los Angeles Municipal Code, Chapter XI Noise Regulations (<http://www.nonoise.org/lawlib/cities/losangel.htm>).
- M. NUILITY:** Projects that include any element of nudity will require CTVA Advisor approval.
- N. PARKING PERMITS:** Campus Parking permits are required at all times (24 hours, 7 days a week) in order to park on the campus of California State University, Northridge. Students are responsible to notify their cast and crew about this requirement. Vehicles in violation of the campus parking policy will be cited and may be towed at the owner's expense. Fire Lanes must remain clear at all times.
- O. PERMITS:** Students shall consult with CTVA Advisor to determine the need for any permit or other form of Federal, State, City, County or other clearance, including, but not limited to, "FIRE". Copies of such permits are to be submitted to CTVA Advisor no fewer than five (5) campus business days prior to filming. Students shall be responsible for any fees, charges, or other costs associated with any permit or clearance.
- P. POLICE OFFICERS:** The University or CTVA Advisor may require that a University Police Officer be on hand at certain locations during student's filming. All locations will be surveyed by the CTVA Advisor to determine if a University Police Officer is necessary. Depending on nature of the filming, fees may apply for this service.

- Q. SIGNS, FLYERS, ETC.:** The posting of signs and flyers related to the film project placed on public property (i.e. telephone or utility poles, posts, street signs or trees) is strictly prohibited in accordance with the City of Los Angeles Handbill Ordinance 168321. All signs or flyers on the campus related to the film project must be approved by the Matador Involvement Center (677-5111). All signs and flyers must be removed immediately upon conclusion of the film project activity. Failure to comply with this requirement will result in fees charged back to the student for all costs associated with the removal of signage.

- R. SMOKING:** Smoking is prohibited in all University buildings. Smoking is permitted outside, 25 feet away from University buildings, and must be properly discarded in designated fire safe containers.

- S. SPACE RESERVATIONS:** Students are responsible for properly reserving campus space prior to commencement of the film related activity. (See attached list of contacts for space reservation).

- T. STUNTS & SPECIAL EFFECTS:** Projects that include a stunt and/or special effect element will require CTV Advisor approval.

- U. WEAPONS/FIREARMS:** No firearms or weapons of any kind, including toy replicas, shall be brought onto the University campus without approval from the University's Department of Public Safety. Contact the University's Department of Public Safety (818) 677-2111 for further information.

I have read, understand and agree to abide by the above stated rules, regulations and guidelines for filming on the campus of California State University, Northridge.

Student

By _____ Student ID Number: _____

(Type or Print Name)

By _____
CTVA Advisor: Professor Nate Thomas

**CSUN FILM STUDENT CAMPUS CONTACTS FOR SPACE USE AS OF
JANUARY 2009**

CSUN LOCATION	Contact Name	Extension
All Campus Classrooms & Auditoriums	Olivia Gonzales	3192
CTVA Spaces	George Johnson	7674
Oviatt Library	Jason Billick	2205
Sierra Center (Food Court)	Heather Cairns	2744
Bookstore Complex	Heather Cairns	2744
University Club	Heather Cairns	2744
Nordhoff Hall (Theatre)	Bill Taylor	3091
Cypress Hall (Music)	Jill Price	3187
Eisner (Education)	Jerry Nader	3278
Juniper Hall (Business) & Computer Labs	Cathleen Fager	2831 6693
Open Space (Green Space)	Lynn Wiegiers	3949
Matador Involvement Center	Vicki Allen	5111
University Student Union	Main Office	3644
Plaza Del Sol Performance Hall	Kathy Anthony	5768 6693
Physical Plant Management	Lynn Wiegiers	3949
Police	Sgt. Stotler	6215
Parking	Vena Jordan	5941
University Apartments	Reka Kiss	6117
Art & Design Center	Ed Alfano	2242
Jeanne Chisholm Hall	Roz Rosen	2611
Addie Klotz Student Health Center	Sharon Aronoff	6328
Sequoia Hall, Monterey Hall, Redwood Hall, Jacaranda Hall	Geoff Stocker	4224
Magnolia Hall, Citrus Hall, Eucalyptus Hall, Live Oak Hall, Santa Susan Hall	Karen Bilsky	2005
Botanic Garden, Green Houses	Brenda Kanno	3496