

# Housing and Residence Life Film Permitting Instructions

The Office of Housing and Residence Life strongly recommends that you begin this application process at least **14 days** prior to your anticipated start date. Please also understand that this is a request and may be denied or revoked by the Office of Housing and Residence Life at any time. In preparation of this application, please take into consideration the following items, which may be in violation of our policies and may result in an automatic denial of your application.

- Depictions of acts of violence including the use or exhibition of any weapons including fake and replicas.
- Simulated or actual use of any type of drugs
- The use or simulated use of any alcoholic beverages
- The use of any animals (excluding fish tanks under 10 gallons)
- The use of fire or smoke effects
- Excessive amperage requirement
- Excessive noise
- Any other activities that violate the Student Conduct Code or the Residential Living License Agreement

## Section 1:

- The “Requestor” is the individual filling out and signing the form, this may not be filled out on behalf of someone else. This person must be an individual of authority on the shoot and will be held personally responsible for the actions that occur within the OHRL area during filming.
- “Position” refers to the Requestor’s position on the film (Producer, Director, Location Manager, etc)
- Under “Head Count” please indicate the total amount of people who will be on set. This includes all crew members, cast, and residents of the room (if applicable).
  - Note: According to the Student Conduct Code (Pg. 49), a maximum of 10 individuals may be in a residence hall room at any given time, 15 for on campus apartments, and 20 for university owned houses.
- When indicating your start and end times, this should include the time you arrive at the location prior to equipment unload to the time your last crew member leaves the location.
  - Note: Filming is only allowed between the hours of 7:00 am and 10:00 pm. Quiet hours are subject to change.
  - Reserving community lounges may be subject to much stricter time allotments.
- When listing your location, make sure to indicate the building name and room number (if applicable) or the exact location you are planning on shooting at.
- If you require multiple locations, please be sure to fill out a separate form for each one.
  - If you would like to use a community room, you will need to e-mail the resident director of the building to see if the specific room is available for this purpose and if you can reserve it. It is advised that you do this before you begin the application process.

## Section 2:

- Please be sure to specify whether this is for a Dodge College class. If it is not, you may need to provide more details in order for us to review your request and determine whether or not you would be able to film on campus.
- **We will NOT consider any applications that are submitted without a complete copy of the script.**
- **After completing all of the above steps you may submit the application for a pre-approval signature at the Office of Housing and Residence Life.**

## Section 3:

- **The Office of Housing and Residence Life, including all student and professional staff persons, will NOT provide access to a residence hall room or off-campus university-owned property for purposes of filming, this includes rooms and properties that are not currently occupied.**
- Approval and signatures of **all** the residents of a room you are planning to film in are required. If there are more residents than spaces on the form, attach a separate sheet with the remaining signatures.
- You will need the approval and signatures of the residents immediately adjacent to the room or community area you are filming at.
- We also recommend that you receive verbal agreement of other nearby residents.
- After completing Sections 1, 2, and 3, you will need a signature from Marty Lang or Michele Kennedy, the Production Managers at Dodge College. For help, you may contact Michele directly at (714)628.2853.

## Section 4:

- If you are planning on using a generator, you will need to consult further with our facilities department to arrange for safe operation and placement. Please allow a few extra days to process a request including a generator.
- If you are using power from the residence hall buildings, please note that our Facilities Management Department will not permit more than **20 amps** of power to be pulled from our circuits.
- If you are unsure of your power requirements, please consult your Director of Photography, Gaffer, or Best Boy Electric.
- After you have determined what power you will be using, you will need to disclose this information to our campus electrician. His office is at our Facilities Department located at 625 West Palm Avenue just past the train tracks beyond the film school. The electrician is typically available at any time before 4 pm Monday through Friday.
- Finally, you will need to have Fire & Life Safety sign off on the film request confirming it does not involve any fire safety hazards. Their office is located at 342 N. Glassell St.

## Section 5:

- After completing all of the above steps, bring the Application, a copy of the script, and any additional documentation or forms to the Office of Housing and Residence Life for a final approval. This may take several days, please plan accordingly.
- Our office will contact you when your application has been reviewed.

After being approved a copy of the Application will be provided to you and will function as your permit. **YOU MUST BE ABLE TO PRODUCE THIS PERMIT AT ANY TIME DURING YOUR SHOOT.** If any changes occur that would affect filming on our premises including changes to your script or shooting plans after you have been approved, you must contact the Office of Housing and Residence immediately so that we can review the changes before you begin filming.

If you have any questions or concerns please contact our office at [reslife@chapman.edu](mailto:reslife@chapman.edu) or 714-997-6603

# FILM STUDENT APPLICATION FOR USE OF RESIDENCE LIFE FACILITIES

1. Requestor: \_\_\_\_\_ Position: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Expected Head Count (Cast & Crew): \_\_\_\_\_ Shooting Date(s): \_\_\_\_\_

Time to begin filming: \_\_\_\_\_ Time to end filming: \_\_\_\_\_  
Day 1: \_\_\_\_\_ Day 2: \_\_\_\_\_ Day 3: \_\_\_\_\_ Day 1: \_\_\_\_\_ Day 2: \_\_\_\_\_ Day 3: \_\_\_\_\_  
(Note: Filming is only allowed between the hours of 7:00am and 10:00pm.)

Location (Building & Room #)\*: \_\_\_\_\_  
(\*A separate form is required for each filming location)

## For Office Use Only:

Date of final approved: \_\_\_\_\_

Approved by: \_\_\_\_\_

RD on duty: \_\_\_\_\_

RD of building: \_\_\_\_\_

Date student contacted: \_\_\_\_\_

2. Is this a Chapman Film Assignment? **Y** or **N** (circle one)

If so, what class is this for: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

**You must attach a copy of the script to the Office of Housing and Residence Life.**

List the scene headings and page numbers for each scene you plan on filming in the Residence Life area.

\_\_\_\_\_  
\_\_\_\_\_

Other Special Circumstances or notes (such as children on set, special effects, stunts, etc)

\_\_\_\_\_  
\_\_\_\_\_

**Housing & Residence Life Pre-Approval (must be signed before completing steps below):** \_\_\_\_\_

If filming is taking place within a Chapman University Residence Hall room, you must have written approval of the current residents and all neighboring residents. (If a separate piece of paper was required, please attach to this form)

Resident #1 Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Resident #2 Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Resident #3 Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Approval from Dodge College Production Manager (Marty Lang or Michele Kennedy):** \_\_\_\_\_

## FACILITIES AND EQUIPMENT/ELECTRICAL INFORMATION:

Are you planning to use a generator? **Y** or **N** (circle one)

Will your shoot require the use of Residence Life electricity? **Y** or **N** (circle one)

If yes, please include this information when you **fill out a Facilities online work order** to request a meeting with the electrician. (Please also include the following details: date, location, equipment used, electrical equipment used, etc)

Total Amperage: \_\_\_\_\_ Total Wattage: \_\_\_\_\_ Electrician Signature: \_\_\_\_\_

Location of outlets and all equipment has been disclosed to the Facilities Electrician in detail: \_\_\_\_\_ (Requestor's Initials)

See Mark Davis or Victor Arteaga in Fire & Safety Life (714) 997-6763 to discuss your film request. Initials: \_\_\_\_\_

5.

*As the Requestor, I hereby acknowledge that I have read and understand that I am responsible for the actions of myself and my crew. I also understand that I must contact the Office of Residence Life at (714) 997-6603 if I do not receive a copy of this form with a Staff Member's approval.*

Requestor: \_\_\_\_\_ Director of OHRL Signature of Approval: \_\_\_\_\_