

Student Application for Film Production

This Application is for student permission to:

- (1) film (including videotaping) a scripted, non-scripted “reality,” or documentary production on the York College campus in connection with academic coursework (except for journalism coursework); or
- (2) film (including videotaping) the meetings or activities of a registered student organization for the organization’s archival purposes.

Students who will be filming, recording sound, or taking photographs of news events on campus as part of journalism coursework or as staff of *Pandora’s Box* or other College or student media are not required to complete this Application. Consistent with the College’s policy regarding registration of members of the professional media, journalism faculty and the faculty advisors of *Pandora’s Box* and other College or student media will provide the Office of Marketing and Communications with the names of student journalists.

Students who wish to film on the College campus for other purposes, including projects intended for commercial distribution, shall contact the Campus Reservations Office at 718-262-2392 and follow the College procedures for commercial filming requests, including completion of a location agreement with the College. This requirement does not apply to students using cameras, phones, tablet computers, and similar small, handheld devices to take pictures or shoot video for personal, non-commercial purposes. However, while such non-commercial filming or photography does not violate this policy, it may be inconsistent with law, depending on the circumstances and how the images are used.

Applications with incomplete information will be returned. Each student involved in the shoot must sign page 2. Make additional copies as needed.

General Information

Contact Person’s name:	
Email address:	
Cell number:	Other telephone number (if any):
Type of production (video, film, still photography etc.):	
This production is related to:	
Academic Coursework (list course and name of faculty member who assigned project):	
Recognized Student Club/Organization (list club name and name of advisor):	

Production Details

Proposed date(s) of shoot:	Proposed time(s) of shoot:
Location(s) of shoot (include specific room numbers, hallways and/or outdoor locations):	
Description of the production:	
Proposed number of film crew members involved in shoot:	Proposed number of actors & extras involved in shoot:

Production Details - Continued

Proposed technical needs of the production (electrical equipment and lighting, generators and other power sources, etc.):

Will the proposed production involve any of the following (check all that apply):

- Any actor/crew member who might attract a large crowd (list name(s)):
- Smoke, fog, fireworks, explosive devices or other similar special effects (describe):
- Real or facsimile weapons and/or staged fighting or violence (describe):
- Depictions of illegal drug usage, nudity, sexual activity (describe):

Policy on Student Film Production

1. The Office of Marketing and Communications will work with students submitting this Application in order to meet their requests. However, the College does not guarantee that permission will be granted to film at a particular location or time.
2. Students shall follow all directions from authorized College personnel regarding use of the location(s) approved for the shoot, and will follow all applicable federal, state and local laws, rules, and regulations, and applicable College and CUNY policies and procedures, and will not do nor allow to be done anything on such location(s) during the shoot in violation of any such laws, rules, regulations, policies or procedures.
3. Students shall not film or distribute images of any College students, employees or visitors to the campus without obtaining prior consent. Consent forms are available from the Office of Compliance and Legal Affairs at 718-262-2140. Students must respect the wishes of anyone on campus who declines to be filmed. Students who wish to interview faculty or staff in their campus offices should make prior arrangements by contacting the interviewee to request and arrange interviews.
4. Students should carry their student ID with them at all times during the shoot so that Public Safety and College administrators can confirm they are current College students.
5. If the shoot causes damage to any College property, it should be reported immediately to Office of Public Safety at 718-262-2222. Students are solely responsible for loss of or damage to any of their personal property during the shoot.
6. Students may not use their access to College facilities to engage in filming for another entity that does not have such access. A student wishing to film something on campus for an external organization shall follow the College's requirements for commercial filming.
7. Students shall not use the name, logo, mascot, seal, trademark, trade name or other proprietary mark of the College or CUNY in naming or promoting productions that may be distributed publicly outside of the College (including but not limited to off-campus film festivals, posting on You Tube, commercial distribution), except that students may identify themselves as York College students.
8. Violation of this Policy may result in immediate withdrawal of permission to film on the College campus.
9. Consistent with the CUNY Policy Regarding Use of College Facilities, student film shoots on the College campus shall not obstruct or disrupt College operations, interfere with freedom of movement on campus, expose persons or property to safety hazards or risk of injury, or be in any manner unlawful. Consequently the College may, in its sole determination, prohibit filming in a particular location or locations for these reasons.

I have the read above policy and agree to abide by it when conducting the shoot described in my application.

Name of Student Applicant

Date

For Office of Marketing and Communications use only

Application Granted:

Application Denied:

If the application is denied, a reason for denial must be provided below.

Reviewed by:
