

USC OWNED PROPERTY LOCATION PERMIT

This is to certify that I, _____ am enrolled in CNTV _____
NAME OF STUDENT CLASS NO

for the _____, _____ semester and am engaged in the production of an authorized
FALL/SPRING/SUMMER YEAR

FILM / VIDEO project, USC Production Number: _____ ,
PLEASE CIRCLE ONE **PRODUCTION NO. [XXX-XXX-XXXX]**

entitled: _____ ,
TITLE OF PROJECT

to be filmed on: _____ from: _____ to: _____
DATE [MM/DD/YY] START TIME END TIME

at the following location: _____ .
NOTE: AN INDIVIDUAL FORM IS REQUIRED FOR EACH ON-CAMPUS LOCATION

Film Crew:	<u>NAME</u>	<u>POSITION</u>	<u>PHONE NUMBER</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I understand and agree that USC shall own all rights of every kind in and to all photographs and recordings made by me and the above crew on or about these premises and that USC shall have the right to use such photographs and/or recordings in any manner USC may desire without limitation or restriction of any kind. I/we, the above crew, agree to exercise reasonable care in the use of these premises and will leave them in substantially as good condition as when received. I/we understand that film/video projects undertaken by Cinema students are for instructional purposes only and are not intended for any form of commercial use. I understand any change in; location(s) and/or shoot date(s) requires me to obtain new Certification(s) / Location Release(s) and permit(s).

Any change in type, number or portrayal of violent or illegal act(s), or prop weapon(s), requires Weapons Safety Manger and Department of Public Safety approval prior to filming. Prop weapon(s), violent and/or illegal act(s) will be portrayed within USC Production Handbook Guidelines.

Will you be using any prop weapons?	YES	NO
Will there be any illegal/violent acts portrayed on location?	YES	NO
Will you be using any special effects, fog/smoke machines, or generator?	YES	NO
Will you be using any fire, fireworks, or open flame?	YES	NO

Please specify and describe your intentions in detail: _____

PLEASE REFER TO PAGE TWO FOR DEPARTMENT SIGNATURES

Please have a copy of this permit in your production notebook at the film location.

Revised: 02/09/12

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FOR THIS FORM TO BE VALID, ALL EIGHT SIGNATURES MUST BE OBTAINED IN ORDER

****PLEASE SIGN AND PRINT NAME****

1. _____	_____	_____
SIGNATURE OF STUDENT ACCEPTING RESPONSIBILITY	PHONE	DATE [MM/DD/YY]
2. _____	Student ID Number: _____	
STUDENT PRODUCTION OFFICE		
3. _____	4. _____	
LOCATION CONTACT (POWER TO AUTHORIZE FILMING)	TRANSPORTATION/PARKING SERVICES (PSX)	
*5. _____	**6. _____	
SAFETY OFFICE (3434 S. GRAND AVE/PARKING CENTER)	FACILITIES, MAINTENANCE, ELECTRICAL	
7. _____	8. _____	
DPS WATCH COMMANDER (PSA)	SCA DIRECTOR OF PHYSICAL PRODUCTION (304)	

NOTE: Starred signatures must be obtained via email only. You may email both simultaneously.

*** Safety Office:** Students must email Jeff Pendley (jpendley@caps.usc.edu) or Robert Forsberg (rforsberg@caps.usc.edu) with a scanned copy of this location release. In the email please answer the following questions:

- 1) Are you using any fire, fog or smoke based equipment, including fog machines, candles/campfires, pyrotechnics, fireworks, squibs, detonators, propane or flammable liquids?
- 2) Will you have any additional location issues, including impeding access to a building on campus, filming in the middle of the street, on a man made platform or stage, or using any large tents?
- 3) Will you have any additional electrical concerns, including welding or torching, using lights and electrical cabling near water, or using lights that generate intense heat near sprinkler heads?
- 4) Have you hired a Stunt Person or Special Effects Licensee?

The Safety Office will email back a confirmation that should be printed and affixed to this permit.

**** Facilities, Maintenance, and Electrical:** Students must email Debbie Guillen-Aguilar (debbie@fms.usc.edu) with a scanned copy of this location release. In the email please answer the following questions:

- 1) Will you require any electricity for additional lighting?
- 2) Do you need any sprinklers to be turned off?
- 3) Does any special equipment need to be turned off (generators/ac)?

The Facilities Office will email back a confirmation that should be printed and affixed to this permit. Once these steps are complete you can take the permit and emails to DPS.