USC OWNED PROPERTY LOCATION PERMIT

This is to certify that I, ___________________________________________ am enrolled in CNTV __________

NAME OF STUDENT

for the __________________, ____________ semester and am engaged in the production of an authorized

FALL/SPRING/SUMMER YEAR

____________________ 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:

NAME

POSITION

PHONE NUMBER

____________________________________________________________________________________

____________________________________________________________________________________

__________________________________________________________________________________

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 Manager 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 PRODUCTION OFFICE
   Student ID Number: ____________________________________________________________________________

3. ____________________________________________________________________________
   LOCATION CONTACT (POWER TO AUTHORIZE FILMING)

4. ____________________________________________________________________________
   TRANSPORTATION/PARKING SERVICES (PSX)

*5. ____________________________________________________________________________
   SAFETY OFFICE (3434 S. GRAND AVE/PARKING CENTER)

**6. ____________________________________________________________________________
   FACILITIES, MAINTENANCE, ELECTRICAL

7. ____________________________________________________________________________
   DPS WATCH COMMANDER (PSA)

8. ____________________________________________________________________________
   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.

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

Revised: 02/09/12