

**THANK YOU FOR YOUR INTEREST IN CAL STATE SAN BERNARDINO.  
PLEASE RETURN FAX THIS PAGE AND APPENDICES A AND B TO  
(909) 537-7076 OR E-MAIL TO [EVENTS@CSUSB.EDU](mailto:EVENTS@CSUSB.EDU).**

We will contact you to schedule a walk-through of your location(s) of interest upon receipt of this page and the following appendices.

Filming Guidelines

Filming on campus should not interfere with normal University business and/or previously scheduled events.

1. Specified campus locations will be approved for specific date(s) and time(s) five (5) days prior to filming.
2. Licensee must submit script/storyboard to Events Office for approval prior to commencement of filming (script must be read by the Associate Vice President Public Affairs who will, if required, sign a legal confidentiality form). The Script will include all speaking lines to be filmed on University premises. Any revisions or changes to the script/storyboard must be resubmitted to AVPPA for approval prior to filming.
3. Licensee must be sensitive to issues of diversity. In no way may any individuals engage in action or dialog on film which maybe defamatory to any organizations, groups or individuals relative to: ethnicity, gender, physical abilities/qualities, age, race, sexual orientation, religion, or culture.
4. Licensee is not permitted to film anyone on University premises that is total nude or wearing a g-strings, thong underwear or breast tassels.
5. Licensor reserves the right to request film credit acknowledge as part of this agreement.
6. Licensee is hereby notified they are filming on an active University campus with over 18,000 faculty, staff, students and guest attending class, conducting business and other activities. The University Event Staff will make every effort to minimize noise near the filming locations, but there may be circumstances out of Licensor's control when we cannot guarantee there won't be any noise.
7. During the event the Licensor's Liaison is the final arbitrator on any issue that may arise regarding use of the facility as it relates to the agreement.
8. University personnel must be available for assistance
9. The Parking Services Department approves the parking plan for both production vehicles and private cars.
10. Two (2) business days prior to filming, the following documents and payments must be received in the Event Scheduling Office:
  - a. Two (2) copies of signed agreement
  - b. Certificate of insurance (including endorsement)
  - c. All fees and estimated charges
  - d. Security and damage deposit

**\*Insurance Coverage:**

All events require a "Certificate of Liability Insurance" with at least \$2.5 million aggregate coverage, and a separate insured endorsement page naming California State University, San Bernardino and as "additional insureds." Formal verbiage will be submitted. Also, Policies for workers compensation insurance and vehicle liability must also be submitted.

**News/Reporting/Documentaries:**

Local news, media reporting and documentary requests do not require a film permit; please contact the Office of Public Affairs at (909) 537-5007.

## APPLICATION FOR FILMING AT CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Thank you for considering California State University, San Bernardino for your upcoming project. In order to ensure the best service possible to your production company and to eliminate any miscommunications, we ask that each company fill out and submit this application. Once we receive this form, we will begin the process of obtaining final approvals from all affected areas of the campus. No permission to use the campus should be inferred until this request has been approved and you have been notified of its approval.

### PRODUCTION COMPANY INFORMATION

#### I. PROJECT TITLE:

What type of Filming Project is this? (Ex. Feature film, Documentary, Non – Broadcast Video...etc.)

Access Date(s) and Times:

Arrival:

Departure:

Company Name:

Address:

City:

State:

Zip Code:

Main Phone #:

Main Fax #:

E-mail address:

#### I. PERSONNEL:

On-site Point of Contact:

Phone #:

E-mail Address:

Producer:

Phone #:

Director:

Phone #:

Location Manager:

Phone #:

Unit Manager:

Phone #:

Assistant Director:

Phone #:

Total # of Crew:

Total # of Cast Extras:

#### III. VEHICLES:

Trucks:

Motor homes:

Autos:

Picture Cars:

Vans:

Camera Cars:

Generators:

Trailers:

Others:

#### IV. EQUIPMENT:

# Of Cameras:

Types of Cameras:

# Of Props:

Types of Props:

# Of Sound Package:

Type of Sound Packages:

Type of Grip Equipment:

