Application to Film in the Southwestern College Library

APPLICATION MUST BE COMPLETED AND SUBMITTED AT LEAST THREE (3) DAYS BEFORE REQUESTED DATE TO FILM.

I/We understand that:

- I/We must ask permission to film anyone who is within view of the lens.
- I/We may not obstruct traffic flow in the Library (e.g. stairs, elevators, etc.)
- I/We may not disrupt the work of Library users to staff.
- I/We may not move Library materials to use as props.
- All equipment must be removed from the Library thirty (30) minutes before the building's closure.
- Violations will be reported to my instructor.

PLEASE WRITE LEGIBLY

Student's Name	Signature	SWC ID#	Email Address	Phone#	Course Title

Date(s) and hours requesting for filming_____

Library area(s) requesting for filming_____

Describe filming project:

e.g. number of participants? What's the general story line? Will there be spoken dialogue? Will there be props?

_____

Instructor's Name and Contact Information   Instructor's Signature   Date

For Library Use Only

Approved___Yes___No   By_____Dept.Chair/Designee   Date_____