

## Request to Use Campus Facilities for Student Filming Clayton State University

Student Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Laker ID Number(s) [if applicable]: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose: \_\_\_\_\_

Please give a synopsis of film project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location(s) – Campus Building/Interior/Exterior/Rooms: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates and Times for Filming: \_\_\_\_\_  
\_\_\_\_\_

Number of cast and crew members: \_\_\_\_\_

Contact information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PLEASE NOTE: Once your request is approved, you will need to email Professor Harris, [jonathanharris2@clayton.edu](mailto:jonathanharris2@clayton.edu), to coordinate a supervisor for your production. All student filming requires a faculty or staff person to supervise via Teams. No filming will be permitted without a supervisor assigned.**

Any use of the names, marks, logos, trademarks, or campus icons of Clayton State University is governed by the requirements of the Board of Regents of the University System of Georgia.

Clayton State University is the owner/custodian of buildings and grounds that have significant financial and aesthetic value. Requestors must offer written assurance that the Clayton State grounds and buildings will be left in the same condition as they were prior to the filming.

Issues that will need to be addressed may include, but are not limited to: dates and times of filming, length of filming; equipment in facility space; building access; vehicular/pedestrian traffic control; impact on Campus events. Please Note: Due to the significant student body on campus and the number of classes and activities in campus buildings, filming is permitted with approval only.

Any damage to university facilities that occurs as a result of my production will be paid for or reimbursed by our production.

Signature: \_\_\_\_\_  
(Student Representative)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(CSU Representative)

Date: \_\_\_\_\_

Please fill out the form with as much detail as possible (attach additional materials as necessary) and email the completed form to Tommy Stein ([thomasstein@clayton.edu](mailto:thomasstein@clayton.edu)) and he will respond to your request.