Application For Commercial Photography  
Fordham University - Rose Hill Campus

Please complete and return this form along with a **processing fee of $100.00** payable to **Fordham University** to:

Ms. Deborah Russelli, Business Manager  
Office of the Vice President for Facilities Management  
Fordham University  
Cunniffe House, Room 200  
441 East Fordham Road  
Bronx, New York 10458  
(718) 817-3840 / drusselli@fordham.edu

**NOTE:** A **minimum two week advance notice** is required for all filming requests. Applications and processing fees do not guarantee use of Fordham University's Rose Hill campus.

1) **Company name:** ________________________________________________________
   **Address:** ________________________________________________________________
   **City:** _________________________ **State:** _______ **ZIP:** __________
   **Telephone number:** ____________________________________________________
   **Name of Location Scout:** ______________________________________________

2) **Type of photography:** (    ) still (    ) film/video

3) **Purpose of photography** (attach synopsis including specific portions of script involving Fordham):
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

4) **Dates requested** (include pre- and post-production):
   _______________________________________________________________________

5) **What hours to be on campus each day:** _________________________________

6) **Facilities requested to appear in filming:** _____________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

   ______________________

   __________________________________________________________
   __________________________________________________________
7) Additional facilities requested but not to appear in filming (rooms for dressing, sitting, dining, office use, etc.):
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

8) Are alterations (removal of furnishings, painting, masonry, etc.) required for these facilities? ( ) Yes ( ) No
If YES please attach specific information to this application.

9) List all equipment to be used: ______________________________________
______________________________________________________________________
______________________________________________________________________

10) Will equipment be in facilities other than those listed in questions 6 or 7? (hallways, office entrances, etc.) ( ) Yes ( ) No
If YES please attach specific information to this application.

11) Will equipment or wires be run between a building and adjacent grounds: ( ) Yes ( ) No
If YES please attach specific information to this application.

12) Will you request to use the name “Fordham University” in the film: ( ) Yes ( ) No
If no, please provide name used in the filming: ________________________

13) Total personnel (actors, extras and crew) to be on campus: ________

14) Total vehicles to be on campus: TRUCKS/VANS: _______ CARS: _______

15) Vehicles required to park by location: TRUCKS/VANS: ____ CARS: ____

Please note:
- All power requirements are to be provided by the film production company.
- All scripts pertaining to the filming at the University must be attached to this application before approval can be made.

Submitted by (please print): ______________________________________

Signature: ___________________________ DATE: ______________