

**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.):

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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: \_\_\_\_\_

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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: \_\_\_\_\_