

Application For Commercial Photography/Filming
Fordham University

Please complete and return this form to:

Ms. Deborah Russelli
Office of the Vice President for Administration
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 any of Fordham University's campuses.

- 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.
- Licenses must be accompanied by a Certificate of Insurance for comprehensive general liability (\$6,000,000) INDICATING FORDHAM UNIVERSITY AS THE ADDITIONAL INSURED and a certified or bank check based on the fee schedule below. Filming exceeding agreed upon hours is subject to additional fees. The University reserves the right to cancel reservations or licensed agreements for any reason, including changed or added production requirements that would disrupt campus activities.

Submitted by (please print): _____

Signature: _____ DATE: _____