



FILM REQUEST INQUIRY CHECKLIST (FRIC)



FOR THE PLAYA VISTA CAMPUS

This form is used for any production filming off the 2nd floor of the LMU Playa Vista Campus, but remaining on The Brickyard property.

Fill out form **completely**. Submit this **along with your on-campus filming permit** to the Playa Vista Academic Affairs Administrator (Jenny Manriquez) at least 72 hours in advance.

STUDENT'S NAME _____

STUDENT'S PHONE _____ STUDENT'S E-MAIL _____

PROJECT TITLE _____ COURSE _____

DATES OF PRODUCTION _____

DESCRIPTION OF ACTION _____

LOCATION _____

-CREW (INCLUDING CAST) MAY NOT EXCEED FIVE (5) PEOPLE. LIST NAMES:

1. Equipment must be hand held. Reasonable requests for additional equipment will be considered by the Property Managers Office (PMO) on a case-by-case basis. Equipment may not exceed the following. Please circle items you are requesting.
 - (a) 1-tri-pod
 - (b) 1-sound recording device
 - (c) 2-LED battery powered lights with stands,
 - (d) 2 C stands,
 - (e) 2 reflectors or flags
 - (f) 4 sandbags.
2. Nothing can be hung, attached or affixed to the exterior or interior of the public areas of the property.
3. Walkways must be kept clear of equipment and personnel that could either hinder business operations or interfere with tenants' and their guests' enjoyment of common area space. All trash must be picked up.
4. No man on-the-street interviews. Direct solicitation of visitors and tenants of the property is not allowed at ANY time.
5. No interior filming of public areas (lobby, stairwells, parking, etc.)
6. The Brickyard Management reserves the right to shut down any production not adhering to the rules.

I agree to the above regulations. Any violations of these rules may result in disciplinary action.

SIGNATURE OF STUDENT _____

SIGNATURE OF HoPA _____