PUBLIC AFFAIRS FILMING APPLICATION – NON-STUDENT

Please remember to attach script or summary of scene(s) to be filmed.

To non-students seeking a filming location at Cal State LA:

Please complete the following and return it to the Office of Communications and Public Affairs – email to paffairsreview@calstatela.edu or deliver to Administration 819. Include either the script segment to be filmed at Cal State LA, a clear description of scenes to be filmed, or a plot synopsis. The Office of Communications and Public Affairs will review the application in regards to content/image issues. It will take a minimum 10 business days to review the application.

If approved by Communications and Public Affairs, the project will be forwarded to Facilities Use Coordinator, Mylissa Magallanes, who will then serve as the primary point of contact for further University review, approval and coordination of this project. She will follow up with regards to space availability, liability, rental arrangements and other potential concerns, coordinating with Cal State LA’s Public Safety department and other areas. Please complete each section of the application and submit one form for each project.

For more information, contact the following:
Communications and Public Affairs: (323) 343-3050, paffairsreview@calstatela.edu, Admin 819

Facilities Use: (323) 343-3509, mmagall5@calstatela.edu, Admin 604

Thank you for your interest in Cal State LA.

Office of Communications and Public Affairs
California State University, Los Angeles
5151 State University Drive
Los Angeles, CA 90032
1. Date submitted:

2. Production company:
   Name:
   Address:
   Email:
   Phone:

3. Primary company contact (individual presenting proposal):
   Name:
   Title:
   Email:
   Office/Cell Phone:

4. Project title:

5. Project type (feature film, music video, documentary, TV episode, PSA, etc.):

6. Length and very brief description of overall film project
   (e.g., 60-second PSA on food safety; 3-minute music video for Los Lobos; one-hour episode of House; documentary on urban landscapes; a 6-month reality-TV series follows student Liz as she prepares for med school, etc.):

7. Script or brief description of scene(s) proposed to be shot at Cal State LA (emailed to paffairsreview@calstatela.edu):

8. Special needs props, critical action (particularly note any vehicles, pyrotechnics or toy weapons to be used in filming):

9. Location(s) requested (include first and second choices, if applicable):
10. Expected total duration of filming:

11. Preferred day(s) and date(s) of filming:

12. Start and stop time:

13. Group size (including talent, crew, director and/or producer):

PARKING PERMITS: Drivers with a valid Cal State LA or other CSU parking permit must park in areas indicated on their permit. Reserved parking on campus is not guaranteed and will be subject to availability. Advance parking permit requests for all who are not current Cal State LA students, must be submitted no less than 5 business days before filming. It is $10.00/space per day. Please contact the Facilities Use Coordinator for more information. Remaining vehicles may purchase parking permits in all the designated pay lots without reservations. The cost is $4.00 for four hours to a maximum of $8.00 per day.

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Referred by Communications and Public Affairs to Facilities Use Coordinator:

Script Approval: ____________________________________________
Date: ________
Notes: _______________________________________________________

Facilities Use Approval: ________________________________
Date: ________
Notes: _______________________________________________________

Public Safety Notification: ________________________________
Date: ________
Notes: _______________________________________________________

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