

# OTIS COLLEGE OF ART AND DESIGN

## Exhibition & Facilities Use Contract (Photography/Filming Projects)

Please submit the completed contract available on [Formstack](#) or via email at [mahmed@otis.edu](mailto:mahmed@otis.edu). Installation and the filming project may proceed only after approval from your Department head and Operations Manager. To complete the form, you will need the materials required for the project (photoshoot/filming), plan to assemble or put together your art piece/project, location, schedule, and length of the project, and clean-up procedure after completion. For any questions, contact **Mohammed Ahmed, Operations Manager, @ (310) 294-2641**.

Name (Print):	<input type="text"/>	X-Number:	<input type="text"/>
E-mail:	<input type="text"/>	Phone Number:	<input type="text"/>
Major/Department:	<input type="text"/>	Instructor's Name:	<input type="text"/>

1. Location of filming/Space Used (Specify):

2. Description (i.e., dimensions, materials used, means of installation)

Does your project require a source of electricity (outlet or battery):  Yes  No

3. Include/attach a diagram, schematic, or site plan of the proposed project/ space/Installation.

Date of Contract:	<input type="text"/>	Installation Date:	<input type="text"/>
Length of Filming/Photoshoot:	<input type="text"/>	Restoration Date:	<input type="text"/>

All artwork or projects must comply with all applicable state and municipal Fire, Electrical, Health, and Safety Codes, as well as Otis College Artwork Installation Guide.

By signing this contract, you agree to restore all used space and understand that all inadequate or incomplete repairs will be completed by Otis College Facilities Management staff and will result in a restoration fee charge and administrative action.

Your Signature:	<input type="text"/>	Date:	<input type="text"/>
Instructor's (Name):	<input type="text"/>	Signature:	<input type="text"/>
Department Chair (Name):	<input type="text"/>	Signature:	<input type="text"/>
Signature (Ops Mgr.):	<input type="text"/>	Date:	<input type="text"/>

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## Request for Video Recording On-Campus

Students, faculty, and staff planning on recording a video project on Otis College premises MUST complete this form and include it with the signed Exhibition & Facilities Use Contract.

### Filming Site #1

Date:  # of Filming Crew Members:

Start Time:  End Time:

Requested filming location(s):

Equipment used and set-up:

Scene summary:

### Filming Site #2

Date:  # of Filming Crew Members:

Start Time:  End Time:

Requested filming location(s):

Equipment used and set-up:

Scene summary:

### Filming Site #3

Date:  # of Filming Crew Members:

Start Time:  End Time:

Requested filming location(s):

Equipment used and set-up:

Scene summary:



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List any additional notes relevant to the proposed filming project:

Notes (for Operations Mgr. use only):

