



NSC 181A Sound Stage Application

PRIMARY USER NAME

CARD CHECK-OUT DATE

CARD CHECK-OUT TIME

Month:

Day:

PHONE

CARD CHECK-IN DATE

CARD CHECK-IN TIME

KNIGHTS EMAIL

Month:

Day:

CLASS PROJECT

DIRECTOR WILL CONDUCT CHECK-OUT/CHECK-IN

DIRECT APPROVES COPRODUCER TO CONDUCT CHECK-OUT/CHECK-IN

COPRODUCER (If Applicable)

PURPOSE:

SHOOT AUDITION REHEARSAL MEETING/EVENT

OTHER _____

PROJECTED SCHEDULE FOR STAGE USE

LIMITED TO USE DURING FILM OPERATIONS BUSINESS HOURS: 8:30AM - 5:00PM M-F (EXCLUDING OFFICIAL HOLIDAYS)

Month:

Month:

Month:

Month:

Month:

Day:

Day:

Day:

Day:

Day:

Time Begin:

Time Begin:

Time Begin:

Time Begin:

Time Begin:

Time End:

Time End:

Time End:

Time End:

Time end:

PRODUCTION PLANS

PLEASE PROVIDE A BRIEF DESCRIPTION OF WHAT YOU INTEND TO BUILD ON/BRING ON TO THE STAGE:

CREW INFORMATION

TOAL NUMBER OF PEOPLE TO HELP **SETUP** _____

TOAL NUMBER OF PEOPLE TO HELP **BREAK DOWN** _____

PLEASE PROVIDE NAMES AND ROLES OF CREW MEMBERS AND/OR ATTACH A CREW LIST TO THIS FORM. (IF ATTACHING CREW LIST PLEASE DENOTE BELOW)

TERMS AND CONDITIONS

By reserving the Sound Stage and THE PRIMARY USER understands and agrees to the following terms and conditions:

1. THE PRIMARY USER is responsible for returning everything on the Sound Stage to its proper location at the conclusion of usage (not the place where someone else left it incorrectly). The Stage must be ready for use by another crew or class when you leave it. You must be completely wrapped out of the Stage by your proposed end date.
2. Sound Stage floors will be swept clean after each use and repainted if necessary. Power cables/boxes will be neatly rolled and returned beneath the AC power main switches.
3. DO NOT leave valuable gear unattended on the Sound Stage. The student or faculty member who checked out equipment is responsible for loss or damage of equipment that occurs on the Sound Stage, not the Film Division or Equipment Room staff.
4. You may use backdrops as long as they can be built and broken down the same day. No extensive construction or painting is permitted.
5. In the event that items, not pertaining to your production, are stored on the stage DO NOT TOUCH THEM.
6. THE PRIMARY USER is responsible for the timely pick-up and return of the access card(s) for the Stage, and is liable for any consequences that may be incurred if appointment procedures are improperly handled.
7. THE PRIMARY USER is responsible for all parties gaining access to, and using the assigned access card. Do not lend this card to anyone else. Do not leave the room unattended with the door open. Report lost or missing cards or classroom items immediately to the Film Operations. Access card activities are monitored electronically by the Operations Manager.
8. No reservation is final until you receive a confirmation e-mail from the Film Operations Desk, and/or your reservation appears on its appropriate Operational Portal activity calendar.

I HAVE READ AND AGREE TO THESE TERMS OF USE:

PRIMARY USER'S SIGNATURE

You may submit this form electronically by downloading the PDF, filling it out and attaching it to an email from your Knights mail account.

FOR INTERNAL USE ONLY

RECEIVED:

DATE: ____/____/____

TIME: ____:____ PM AM

APPOINTMENT TO MEET WITH OPERATIONS MANAGER (if applicable):

DATE: ____/____/____

TIME: ____:____ PM AM

AUTHORIZATION BY OPERATIONS MANAGER: