

# On Campus Film Production Form

Please complete the following form. **Print legibly.**

Student's Name: \_\_\_\_\_

Student's Cell Number (on set): (     )

Student's Husson email: \_\_\_\_\_

| Location(s) of production | Arrival / Wrap Times |
|---------------------------|----------------------|
|                           |                      |
|                           |                      |
|                           |                      |
|                           |                      |

(attach additional sheet if necessary)

| Names of crew members | Phone Numbers |
|-----------------------|---------------|
|                       |               |
|                       |               |
|                       |               |
|                       |               |

(attach additional sheet if necessary)

1. Will there be any actions that could possibly create a public concern? \_\_\_\_\_

\*if so, please list them on a separate sheet, attach them to this form and explain. Refer to the Permits for Filming/Production Guide for rules and guidelines.

2.If using Husson University/NESCom facilities/classrooms, please list the **location**, the **contact person** you obtained permission from, as well as their **contact information**:

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(attach additional sheet if necessary)

I certify that I will abide by all state, local and Federal laws in addition to Husson University policy. I assume full responsibility for the facilities being granted and used for production. I have received and reviewed a copy of the most current Filming/Production Permit Guide and understand it.

Please **leave a signed copy of this form with Campus Safety AND keep the original with you on set.**  
*Notify campus safety upon your arrival and departure.*

Student Signature: \_\_\_\_\_

Date \_\_\_\_\_

Receiving Officer: \_\_\_\_\_

Date \_\_\_\_\_



**Location:** Room 106 in Peabody Hall, across from the Mary McDonald Bookstore

**Phone:** (207) 941-7911

**Security on patrol:** Dial 941-7911, then select Option 1 when prompted.

# Permits for Filming/Production Guide:

## **City of Bangor**

The City of Bangor and Bangor Police Department require a permit for filming in public spaces (sidewalks, parks, and any area considered a public way) ***if there is impact to normal public activity.***

Fortunately this is an easy process but, as in all productions, you need to plan ahead. Simply follow the instructions and fill out a **permit application for Parades and Public Assemblies** and submit to the Police Department at 240 Main Street in Bangor. An electronic copy will be provided by your instructor and will be required as part of your pre-production work.

Give yourself 3-4 BUSINESS days for approval. Do not expect day-of approval. If you submit your permit on Friday at 4:45pm, your 3-4 BUSINESS days starts the following Monday.

If you have questions about the process or if the type of production you are undertaking will require a permit, contact the Bangor Police Department Switchboard at (207) 947-6824 and they will connect you with the proper department.

## **Husson University**

If you are filming on the Husson campus and your production ***may create concerns by the community or you are using Husson facilities,*** you need to notify Campus Safety & Security by submitting a **On Campus Film Production Form** containing:

- Your name, phone number, and e-mail
- Date(s) of filming
- Time(s) of filming
- Location(s) of filming
- The type of activity (screaming, simulated fighting or blood, etc) so that the campus can be informed of what actions will be taking place.

If there is public impact, give Campus Safety no less than 48 hours notice to contact the Bangor Police Department to let them know what is happening on campus. A printed copy of any communication with Campus Security or the Bangor Police Department will be required as part of your preproduction work. If you have questions about what may constitute the need for reporting ask your instructor.

**Campus security prohibits the use of weapons and frowns on objects that resemble weapons on Husson University property.** If your intended project involves the use of an imitation weapon **request permission from campus security and inform your instructor.** No matter where you are filming, keep the prop secured and put away when you are not filming and only take it out when you are ready to film. Signs must be posted around the perimeter of the set informing people that production with an imitation weapon is occurring.

## **Dorms**

Contact Campus Safety (see above) as well as letting the RD and/or RA know whats happening if there will be any public impact.

## **Private Property**

In this case you will need a **location agreement signed by the owner of the property** saying you have permission to film there. This location agreement will be required as part of your preproduction work. No formal permit is needed if you are filming on private property and there is no impact to public ways.

## **Other Municipalities and Towns**

Contact City Hall or Town Office to inquire about the specific requirements of acquiring a permit in that area.

**If you have any questions please ask your instructor.**