A&E Center Filming and Photography Request

Instructions:
 1. Complete this two-page request form.
 2. Attach an outline or storyboard for each project.
 3. Bring your written request to A&E Center front desk or Mike Ariel mariel@ithaca.edu for review and approval

Name_____

Address_____

Phone_____

Email_____

Location in A&E Center _____

Day, date and time of day you wish to film or photograph in the A&E Center

_____

(Note: The A&E Center during any breaks, during scheduled practices or during events: Fall Break, Thanksgiving, Winter Intercession, Spring Break, Easter Weekend):

Project Faculty Contact Name _____

Phone _____

A&E Center Filming and Photography Policy
Terms of Use Contract

Before granting permission to film or photograph in the Ithaca College A&E Center a A&E Center staff member must review and approve each submitted request. Submitting a request does not automatically gain permission for a "shoot." Requesters should present an outline or storyboard for each project. The A&E Center Staff reserve the right to refuse any application for filming or photography.
The following activities are not permitted:

- No filming in any locker rooms
- No filming people without prior consent
- Only film in the approved areas
- If you move any equipment, it must be returned to original location
- Do not restrict any route of access or egress (blocking any aisle or walkway/hallways)
- Entering staff workspace at service desks, offices, or cubicles
- Only way to film outside normal building hours must pay for supervision, and someone on A&E Center Staff has to be willing to work scheduled time requested

The A&E Center expects all students to obey all rules of the Ithaca College A&E Center and those in the Ithaca College Student Handbook. You are also responsible for your equipment, the actions of crew, etc. at all times.

By signing below you have read and agree to these terms

_____ Date_____
Applicant's signature

_____ Date_____
A&E Center staff signature

Please bring this completed form to the A&E Center for review and approval. Forms may be dropped off at the front desk or directed to Mike Ariel mariel@ithaca.edu

Date of review:

Decision: