

# Student Film Shoot Facilities: Library Location Request Application

Please fill in online, print, sign, and submit to:

Ann Marie Smeraldi, Assistant Director for Public Services  
Michael Schwartz Library  
2121 Euclid Avenue, RT110 E  
216-687-5020

## Facility Approval

This completed application must be submitted to Ann Marie Smeraldi a **minimum of 10 days** prior to the planned film shoot in order to be processed. Submission of form does not guarantee use of location until official approval is granted by the Michael Schwartz Library. Please email [a.smeraldi@csuohio.edu](mailto:a.smeraldi@csuohio.edu) for an update on the status of your application.

## Cancellation

Notice of cancellation for any approved locations must be submitted to Ann Marie Smeraldi within **3 working days** of the planned film shoot.

## Supplemental Materials

Please provide a production schedule with all applications. You must obtain a signed photo/video release forms from all participants on each shoot.

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NAME: STUDENT ID #

EMAIL: PHONE:

COURSE #: INSTRUCTOR:

LOCATION REQUESTED (WITH EXACT ROOM NUMBERS AND/OR DESCRIPTIONS OF SPACE NEEDED):

DATES REQUESTED: HOURS REQUESTED:

TOTAL HOURS IN SPACE: SPECIAL REQUIREMENTS:

DESCRIPTION OF FILM PROJECT:

ESTIMATED # OF CAST AND CREW ON SITE:

CONTACT AT LOCATION (NAME AND EMAIL):

I, the above-named requester, agree to the guidelines on the back of this form. I understand that all locations and facilities should be left in good condition and agree to be fully liable and responsible for any property damage, loss, or theft incurred during the time of use. In doing so, I will be held financially accountable for all associated charges resulting from improper use of the space and promise to fully reimburse the Michael Schwartz Library for such costs.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

## **Michael Schwartz Library, Guidelines for Photography, Videotaping, and Filming**

External agencies wishing to film for commercial or news media purposes should contact Cleveland State University Marketing (216-687-2290 or [pr@csuohio.edu](mailto:pr@csuohio.edu)).

Visitors, faculty, staff, and students are welcome to take a few photographs for their personal use without formal approval from Library Administration, providing that library staff and users are not inconvenienced. Please do not photograph or film employees or library users without their consent.

Students filming themselves for limited class projects such as practice client interviews and presentations do not need to submit this application or get permission. This application is for students who wish to use the library more extensively as a film set location. Please direct any questions to Ann Marie Smeraldi, 216-687-5020 or [a.smeraldi@csuohio.edu](mailto:a.smeraldi@csuohio.edu).

Cleveland State University students who wish to film / photograph in the library for a purpose other than personal use or limited class project, or for an extended period, must request permission from library administration. All participants are expected to adhere to the guidelines outlined below as well as the Rules of Conduct for Using the Library, the CSU Student Code of Conduct, and the Viking Creed.

### **GUIDELINES**

- Students who wish to film in the library must be currently enrolled at CSU.
- The film project must be in fulfillment of a CSU course-related assignment.
- Filming / photographing may not interfere with normal library operations.
- Filming must not violate Cleveland State University policies, rules, or regulations.
- Appropriate working, research, learning, and study conditions must be maintained for employees and users at all times.
- Refrain from filming or photographing people without their permission. You must comply with CSU photo release requirements.
- Filming activities must not hinder access to exits, elevators, stairways, corridors, doorways, or other library facilities, or impede traffic flow anywhere in the library.
- Schedule the project during periods of low library usage (i.e. morning, after 6 p.m., weekends) to minimize disruption. Filming the week before and of finals is generally not permitted.
- Although students are welcome to film in the library, please remember the library is not a movie studio. Minimize rearrangement of furniture or library materials, return furniture to its original location, and place library materials in designated locations for re-shelving.

### **PROCEDURES**

1. Submit a completed and signed "Student Film Shoot Facilities/ Library Location Request Application." Request must be received a minimum of 10 days prior to the requested date. The "Student Film Shoot Facilities/ Library Location Request Application" is available at the User Services Desk or online.
2. You will be contacted to schedule a time to meet with library staff and review your request;
3. You will receive a copy of the approved request form signed by authorized library personnel;
4. Be prepared to present the approved request form to library staff upon request at any time in which filming is taking place.

### **RIGHT TO TERMINATE**

The Michael Schwartz Library and its personnel reserve the right to terminate any photography, videotaping, filming, or other activity that causes undue disturbances, violates library or University rules, policies, or regulations, or endangers the health and safety of any participants, library users, or library employees.