

SANTA MONICA COLLEGE FILM STUDENTS

PROCEDURES FOR USE OF FACILITIES ON AND OFF CAMPUS FILM SHOOTING

ON-CAMPUS FILM SHOOT PERMITS

NO student is permitted to film on campus without faculty supervision, and a Use of Facilities Permit must be filed with the Facilities Programming Department. There is a five (5) day turn around for Facilities Requests. Please contact Linda Sullivan at 310-434-3427.

OFF-CAMPUS FILM SHOOTING/CERTIFICATES OF INSURANCE

- 1. Student must complete and have Faculty Advisor sign an SMC Authorization Request for Certificate of Insurance and SWACC Liability Certificate of Coverage Request forms (obtain forms from Risk Management, Film Instructor or Communications Administrative Assistant).**
- 2. If student is shooting a short film in the City or County of Los Angeles, student must contact FilmL.A., Inc., at 213-977-8600 to receive permit instructions and to confirm they cover the location where students will be shooting their short film. If FilmL.A., Inc. does not cover the location, student will need to contact the City Office of that location to obtain a copy of their insurance requirements.**

CERTIFICATE(S) OF INSURANCE WILL NOT BE ISSUED WITHOUT THE FIRST TWO REQUIREMENTS.

Student must submit all forms referenced above to Adriene Smith at smith_adriene@smc.edu 7-10 days prior to a film shoot to obtain a certificate of insurance.

Feel free to contact me at (310) 434-4102 if you have any questions

PLEASE NOTE: WE DO NOT COVER FILM EQUIPMENT FOR SMC STUDENTS.