

Request for Permission to Film in Pratt Institute Library

Name: _____ Pratt ID # _____

Address: _____ Phone # _____
_____ Requested Date _____
_____ Requested Time _____

Project description: _____

Project location: _____

Number of cast & crew: _____ Number of non-Pratt cast & crew: _____

List all equipment being used in the shoot: _____

All shoots must be course-related. In making this request to film on the Library premises, I understand and will abide by the following guidelines: No eating, drinking, or smoking is allowed. No alteration to the physical space of any part of the library is permitted. This includes the application of tape to walls or surfaces. No activity will take place which could interfere with the usual activity of Library personnel or patrons. No activities may take place which might create conditions which are hazardous to the facility, its users or materials. Noise, disruptive to the normal course of Library activities, will not be tolerated. It should be understood that failure to comply with these guidelines may result in the termination of permission to proceed with filming in the Library. It should also be understood that the person or persons who agree to the terms of this permit are responsible for any damage that might result from this activity.

The privacy of patrons must not be violated. Photographers/filmers must receive permission to photograph or film patrons and/or Library staff prior to capturing an image.

I have read and understand the above terms for filming in Pratt Institute Library

Signature: _____ Date: _____

Department/Faculty Approval: _____ Date: _____

Director of Libraries Approval: _____ Date: _____

It is understood that requests from persons not affiliated with Pratt Institute need to be submitted to the Office of the Vice President of Finance and Administration.