

Thank you for considering California State University, Dominguez Hills ("CSUDH" or "the University") as the location for your upcoming film project. All students seeking to conduct filming, photography, or video recording on CSUDH campus grounds must complete and submit this Campus Location Request Form in advance. This request will be reviewed by Toro Auxiliary Partners (TAP), CSUDH Risk Management, and other relevant campus departments overseeing the location(s) involved.

Upon receipt of your application, TAP will review the details of your request to determine whether the proposed production can be accommodated. TAP will then coordinate with the appropriate campus location and facilities representatives to confirm availability, assess potential impacts, and address any special considerations or restrictions that may apply.

The University will make every reasonable effort to accommodate approved student filming requests. However, filming will only be permitted under the following conditions:

- The production does not interfere with normal university operations, academic instruction, or scheduled events.
- The filming does not pose an unreasonable safety risk to participants or members of the campus community.
- All necessary approvals have been obtained and communicated prior to filming.
- Students adhere to campus policies, regulations, and the direction of TAP and university staff throughout the production process.
- A staff or faculty member is required during filming if requested by CSUDH Risk Management.

Failure to comply with the above requirements may result in revocation of filming privileges. Students are also responsible for restoring any used campus locations to their original condition and for ensuring that all crew members conduct themselves in a respectful and professional manner while on campus.

We appreciate your interest in showcasing CSUDH and look forward to working with you to support your creative project while maintaining a safe and respectful campus environment.

☐ **CSUDH Student**
☐ **CSUDH Faculty or Staff Representative**

Last Name

First Name

CSUDH Email Address

Course Name

Course Professor's Name

Additional Students in Group Information

Full Name	Role or Responsibility	CSUDH Email Address
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Film Project Details

Production Type

Start Date

End Date

Location Schedule

Scan the QR code for the campus map or visit <https://www.csudh.edu/visit-us/campus-map-directions/>



Start
Time

End
Time

Date **Location(s)** include room numbers or dept. section (i.e. University Theatre - West Exterior)

1. _____
2. _____
3. _____
4. _____

Description of Film Project

Provide the following if possible: Scene description, use of location, use of film props, any additional talent or non-CSUDH students, etc.

Safety & Security Do you anticipate any safety or security concerns? Are there any department or facility requests?

(i.e. filming on a road, filming on a lawn and requesting sprinklers to be turned off, requesting approval for a locked classroom on weekend, etc.)

Applicant Certification and Agreement

By signing below, the applicant certifies that all information is true, complete, and accurate, and that no false or misleading statements have been made. The applicant understands that this request is subject to additional review and approval by Toro Auxiliary Partners, CSUDH Risk Management, and other University departments as needed.

The applicant agrees to comply with all University policies, filming guidelines, and campus regulations, and accepts full responsibilities for any damages or violations. The applicant further agrees to indemnify and hold harmless California State University, Dominguez Hills, Toro Auxiliary Partners, and their affiliates from any claims or liabilities arising from the filming activities.

Applicant's Full Name

Applicant's Signature

Date

For Internal Use Only

Depending on the requested location, additional approval may be required from the appropriate campus department. For example, filming in a parking lot will require written concerns, assessments, or approval from CSUDH Parking Services. Any required written approvals must be obtained and attached to the application form for full consideration.

_____	_____	_____
TAP Representative Name	TAP Representative Signature	Date

_____	_____	_____
Course Professor Name	Professor's Signature	Date