Apa **APPROVAL FORM FOR CLASS PROJECTS ON CAMPUS**

 GCCD – ADMINISTRATIVE SERVICES – AD 114 (818) 551-5112

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| All documents must be submitted for **approval at least two weeks prior to the event with a turnaround of 3 business days upon** **receipt or as agreed.** A copy of this form must be presented on demand by any of the within named participants during the extent of the project to GCCP or other authority. This form is available at Administrative Services (AD 114) and online at:<https://www.glendale.edu/about-gcc/faculty-and-staff/administrative-services-department/administrative-services>Please read “Administrative Regulation 6700 – Use of College Facilities”. Noncompliance with AR 6700 or Rules and Restrictions listed on Page 2 will result in denial or termination of the project. |

**PROJECT COORDINATOR**

LAST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FIRST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT ID: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COURSE NUMBER & TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SEMESTER: \_\_\_\_\_\_\_\_\_\_\_ TODAY’S DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I AM APPLY TO: FILM/VIDEO ON CAMPUS DISPLAY AN ART INSTALLATION**

 **OTHER PROJECT** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area(s) requested: Start time/dates: End time/dates:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*Installations and props must be removed at the completion of the project.

Plot Synopsis/Description of Installation – attach extra sheets if necessary:

Production Schedule/Set up plan – attach extra sheets if necessary:

Number of crew – students \_\_\_\_\_ Number of other participants – students: \_\_\_\_\_

Number of crew – non students \_\_\_\_\_ Number of other participants – non students: \_\_\_\_\_

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| NON-STUDENT RELEASE: A “Release/Assumption of Risk for Participation in a Voluntary Activity”must be completed by non-students or parents of minors. The project must comply with all State of California Child Labor Laws for participants under the age of 18. The form is available in Administrative Services (AD 114) and online at <https://www.glendale.edu/about-gcc/faculty-and-staff/administrative-services-department/administrative-services> |

List names of students and non-students involved (attach extra sheets if necessary):

List any signs, props, etc. you are using:

If a staff member is required to be present during this project as determined by the College Police Department, please list name and contact number. If required and no staff member is available, a college police cadet or officer must be hired by the project at the prevailing rates.

THE PROJECT COORDINATOR AND INSTRUCTOR WILL BE NOTIFIED WHEN THE PROJECT IS APPROVED.

**RULES AND RESTRICTIONS**

1. The Approval Form and associated documents must be submitted to Administrative Services **at least two weeks prior to the proposed date, or as agreed**. **Turnaround is 3 business days upon receipt**. The project cannot proceed without approval from the instructor, Campus Police Department (as needed), and Administrative Services Department. All requests must be copied to Campus Police Department. Form is available in Administrative Services as well as online under Administrative Services.
2. Non-students assisting or participating in a student project must complete a “Release/Assumption of Risk for Participation in a Voluntary Activity” form. This includes parents of minors who participate. Form is available in Administrative Services as well as online under Administrative Services, must be submitted at least one week prior to event.
3. A police cadet or officer may be assigned to the project as determined by the Campus Police Department. Payment by the student is required for this.
4. No simulated (or actual) firearms, weapons, narcotics or alcoholic beverages are allowed on campus without prior permission of campus police.
5. If a simulated weapon is requested for a student film and that request is approved by Campus Police, a police officer must be hired to be present during the filming.
6. Fight scenes, domestic violence scenes, rape scenes or scenes involving sexual harassment or discrimination are not allowed. Scenes involving partial or full nudity are also not allowed.
7. Scenes that would violate an existing rule or regulation (such as skateboarding or smoking) are not allowed.
8. Students may be financially responsible for defacing any District property or otherwise causing damage to District property.
9. Students may not climb onto buildings, rooftops, etc. without prior approval from Administrative Services.
10. Students may not create excessive noise or block normal student access to campus facilities or interfere with normal campus operations without prior approval.
11. A site supervisor (college staff member) or police cadet/officer may be required to be present for any filming on campus. The cost of a site supervisor or police cadet/officer is the responsibility of the student. If unavailable, the student must hire a police officer or police cadet at the prevailing rate, as determined by the Campus Police Department.
12. Any payments will be made in advance to Administrative Services by the established deadline.
13. All requests for signage, props, hanging signs and/or other devices used in the project should be included in the Approval Form for Class Projects on Campus.

APPROVALS (*for use by Administrative Services*)

INSTRUCTOR APPROVAL: GCCPD APPROVAL:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name & Date Print Name & Date

DEPARTMENT/FACILITIES APPROVAL (if necessary) ADMINISTRATIVE SERVICES APPROVAL:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name & Date Print Name & Date

Comments/Restrictions:

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Site Supervisor/Security required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Student, College Police & Instructor Notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REQUEST DENIED ON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REASON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_