

Request for Permission to Film/Photograph in
James E. Brooks Library

Name: _____

CWU ID # _____

Address: _____

Phone # _____
Requested Date _____
Requested Time _____

Project description: _____

Project location: _____

Number of cast & crew: _____

Number of non-CWU cast & crew: _____

List all equipment being used in the shoot: _____

All shoots must be course- or university-related. In making this request to film/photograph on 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 that could interfere with the usual activity of Library personnel or patrons. No activities may take place that might create conditions that 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/photographing in the Library. It should also be understood that the person or persons who agree to the terms of this request 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. The Library accepts no liability for the use of photographs or film resulting from this activity.

I have read and understand the above terms for filming/photographing in the James E. Brooks Library.

Signature: _____

Date _____

Department/Faculty Approval: _____

Date: _____

Dean of Library Services Approval: _____

Date: _____

It is understood that requests from persons not affiliated with CWU must be submitted to the Director of Facilities Planning & Construction Services, (509) 963-7523, and the appropriate authority (Dean, Director, etc.).