

CCA OPERATIONS REQUIREMENTS FOR FILM PROJECTS ON CAMPUS

Filming on the CCA campus is subject to review by several departments in order to ensure the use of limited campus resources are appropriately coordinated and safety requirements are met. If you would like to film on campus, **please email the following information to operations@cca.edu at least 2 weeks prior** to your first target shoot date:

- Complete shooting schedule (dates, times, locations, etc.)
- Script with notes of equipment that you would like to use
 - There are strict policies regarding the use of weapons/facsimiles of weapons or scenes depicting violence and/or aggressive behavior.
- List of all participants noting who is currently part of the CCA community or not
 - Non-CCA individuals will need to sign a waiver per our insurance requirements
 - If a company (vs. volunteers) is involved, said company will need to provide a COI per our insurance requirements
- Full name and email of your faculty or staff advisor
- This form signed and dated

Should your project be approved to proceed, you agree to be responsible for covering any costs that may result from your on-campus activities, such as but not limited to: false fire alarm fines, janitorial services, and repairs to damaged CCA property. These costs typically start at \$200 and can increase from there depending on the nature of the damages. You also agree to follow the CCA [Building Use Guidelines](#), [Campus Policies](#), and [Guest Guidelines](#).

Name: _____

Date: _____

Waiver, Release, Indemnification & Covenant Not to Sue

In consideration for being permitted to utilize the California College of the Arts (CCA) facilities I, the undersigned, hereby waive, release, and discharge in advance any and all claims for damages for personal injury, death, or property damage which I may sustain or which may occur as a result of my use of CCA premises. This release is intended to discharge in advance CCA trustees, officers, employees, volunteers, or agents from and against any and all liability arising out of or connected in any way with the use of premises unless caused by the intentional negligence or willful misconduct of CCA, its trustees, officers, employees, volunteers, or agents.

It is further understood that this waiver, release and assumption of risk is to be binding on the heirs and assigns of the undersigned.

I further agree to indemnify and to hold CCA, its trustees, officers, employees, volunteers, and agents free and harmless from any loss, liability, damage, cost or expense, including attorneys' fees, associated with or arising from my use of CCA premises.

Unless otherwise specified in writing with CCA, I give permission for images including and not limited to photos and film relating to _____ to be used for future publications and on the CCA website without attribution or compensation.

I have carefully read this Waiver of Liability, Release, and Indemnification Agreement and fully understand its contents. I am aware that this is a release of liability and a contract between me and California College of the Arts and I sign it of my free will.

Participant Signature

Participant Name (Print Clearly)

Date