



PRODUCTION RULES AND REGULATIONS

These are the rules for all shoots. They involve issues concerning production, space reservations, and safety.

- Hot sets are only allowed for a maximum of two days and require the Production Coordinator's approval. You are also responsible for checking the class schedule for classes meeting during the hot set period. You run the risk of having your set torn down and getting billed for labor if a set is left up without approval.
- All prop weapons (GUNS, KNIVES, ETC.) must be cleared by Security. Only prop weapons are allowed on campus. **IT IS A FELONY TO BRING ANY WEAPON TO THE CCH CAMPUS.**
- When constructing a set, you must use water based paints and C-clamps for flats. Also, **the student must return the space to its original condition.** This includes painting the flats back to a neutral color.
- Animals on set require approval from the Director of Production. If an animal wrangler is needed, the student is responsible for all expenses.
- **Stunts/FX:** Students must hire a licensed professional and are responsible for any additional Insurance. **All Stunts/Pyrotechnics Must Be Approved At Least 30 Days In Advance By The Director Of Production.**
- There are specific outlets to be used for shooting with film lights. Other outlets can't handle the wattage. They are to be used for practical lighting purposes only (set dressing lamps, light bulbs, etc.). See Production Coordinator.
- Students are responsible for all damage done to the set during their productions.
- Not all areas of the school are available for shoots. Check with the Production Office before assuming you may reserve any area for production.
- **All locations require a permit. You must fill out a CCH Facility Permit not later than One Week prior to when you need the space. There will be no exceptions.**

- The hallways and exits are not to be blocked in any way during productions.
- Some shooting areas have classes assigned to them. The classes have first right to these areas. You may not ask a class to move for your production needs.
- **Children are NOT allowed on any set unless they are a child actor accompanied by a Studio Teacher/Social Worker.** All Studio Teachers must have their license reviewed and approved in advance by the Director of Production.
- You must get permission to use the flats and all other large objects being stored upstairs. You must use the elevator or dumb waiter to transport equipment. **If it does not fit in the elevator, it does not go up/downstairs.**
- No open flames, fires, or candles permitted anywhere on campus. **NO EXCEPTIONS.**
- You may shoot productions on weekends during the normal operating hours. Anything past normal operating hours must be authorized and all cost to keep the school open will be the student's responsibility.
- Craft Service must be set up in the common area or the shooting gallery per reservation. *All cooking and heating of food is to be done in the student kitchen.*
- **No food or drink other than water is permitted in the classrooms.**
- **Furniture in the living room set and the pool hall set cannot be used in other locations. This is true for all classrooms, offices, and the library. There is a limited amount of set dressing furniture stored in the shooting gallery that can be used on sets. Students can bring in their own set dressing, but they must use the elevator to transport it to the TV Studio.**
- There is to be no posting of signs on any of the walls or windows on campus. There are bulletin boards set up around the school that can be used for that purpose.
- In no way is there to be any nailing, screwing or gluing of props or other set dressing objects to the walls or floors.

I have read and acknowledge the rules set forth by Columbia College Hollywood. I understand that failure to abide by these rules may result in loss/suspension of shooting and equipment privileges.

Print Name

Signature

Date

Return this to Ron Reeves in the Production Director's office.

CCH FACILITY PERMIT

All Productions must be approved by 1) Class Instructor, 2) Security and 3) the CCH Production Office.
COPIES OF THIS SIGNED AND COMPLETED FORM MUST BE FILED WITH SECURITY AND THE PRODUCTION COORDINATOR AT LEAST ONE WEEK BEFORE REQUESTED DATE!
PLEASE SUBMIT A SEPARATE FORM FOR EACH LOCATION - AND EACH DATE.

Issue Date: _____ Class/PW#: _____
Student: _____ Location: _____
Student Phone _____ Shoot/Rehearsal Date: _____
Instructor: _____ Call Time: _____ Wrap Time: _____
Print

CCH offers a variety of shooting spaces on campus. Security has a complete list of eligible spaces. The following spaces are off limits for shooting: All offices, the Executive Suites, Financial Aid, Registrar, Admissions, Equipment Center, Library, TV Studio Control Room and the Roof of the building. The Casting & Waiting Rooms are for auditions only. However, students may videotape their talent with a basic lighting set-up. **Student responsible for this shoot must read and initial all the following conditions that apply:**

- _____ **Hot Set:** Maximum is 2 days and may require faculty approval. Student is responsible for checking the CCH class schedule for classes meeting during the Hot Set period and discussing their design with faculty already booked in shooting spaces.
- _____ **Weapons:** All prop weapons (guns, knives, etc.) must be cleared by Security. Only prop weapons are allowed on campus – ***IT IS A FELONY TO BRING ANY WEAPON TO THE CCH CAMPUS.***
- _____ **Construction/Painting:** 1) water based paints only; 2) c-clamps, not screws, for flats; 3) **STUDENT MUST RETURN SPACE TO ORIGINAL CONDITION.**
- _____ **Animals:** Requires approval from Ron Reeves. *If an animal wrangler is required on the set, the student will be responsible for all of the expenses.*
- _____ **FLATS:** If you require flats for your shoot, then you must reserve the amount you will need here. _____
- _____ **Pyrotechnics, Stunts/FX:** Students must hire a licensed professional. ***Stunts are subject to CCH approval.***
- _____ **Child Actors:** Students must hire a Studio Teacher/Social Worker **and present license to Ron Reeves.**
- _____ **Fake Blood:** Needs to be cleared through the production office prior to being used on campus.
- _____ **Weekend Shoot:** Must be approved by Ron Reeves, additional charges apply.
(A \$50.00 per hour charge for opening the facilities after hours will be charged to the student and \$100.00 per hour for non- students.)

Approval Signatures: _____
Instructor Date **Production Coordinator** Date

Security **Ron Reeves (Director of Production)**

SHOOT DAY

As of January 1, 1998 student filmmakers **ARE REQUIRED** to limit the shooting day to **12 hours**. The 12 hours begin at “crew call” and end at “wrap.” CCH also requires a 12 hour turn around before the next call time.

DURING FILMING

Security and the Production Coordinator will be monitoring shoots for safety and proper production procedures. Any student disobeying safety directions from Security will be shut down.

WRAP TIME

AT WRAP TIME, STUDENTS MUST RETURN THE SPACE TO ORIGINAL CONDITION AND CHECK OUT WITH SECURITY. *Failure to have Security sign off on the location could jeopardize future facility reservations and any clean-up cost will be billed to the student at \$45 per hour.*

Student _____ Student Signature _____
(Print name)

By signing this agreement the student takes all responsibility to adhere to the policies set forth by CCH.