



Sound Stage Application

This form **MUST** be turned in at a **MINIMUM** of **10 business days** prior to desired

PRIMARY USER NAME

CLASS

PROJECT

PHONE

Please note that only students who have successfully completed the appropriate training process are allowed access to this space.

KNIGHTS EMAIL

All Applications are subject to approval.

COPRODUCER (If Applicable)

PURPOSE:

SHOOT

AUDITION

REHEARSAL

MEETING/EVENT

OTHER _____

PROJECTED SCHEDULE FOR STAGE USE

LIMITED TO USE DURING THE FOLLOWING: THURSDAY-SUNDAY, 7:00AM-10:00PM (EXCLUDING OFFICIAL HOLIDAYS)

AS PER THE HANDBOOK, TIME BLOCKS ARE LIMITED TO 10 HOURS PER DAY.

Month:

Month:

Month:

Month:

Day:

Day:

Day:

Day:

Time Begin:

Time Begin:

Time Begin:

Time Begin:

Time End:

Time End:

Time End:

Time End:

Use:

Use:

Use:

Use:

PRODUCTION PLANS

PLEASE WRITE A BRIEF DESCRIPTION OF WHAT YOU INTEND TO BUILD ON/BRING ON TO THE STAGE BELOW, AND MAP OUT YOUR SET UP ON THE FLOOR PLAN ATTACHED THIS DOCUMENT:

CREW INFORMATION

TOAL NUMBER OF
PEOPLE TO HELP **SETUP** _____

TOAL NUMBER OF PEOPLE
TO HELP **BREAK DOWN** _____

PLEASE PROVIDE NAMES AND ROLES OF CREW MEMBERS AND/OR ATTACH A CREW LIST TO THIS FORM.
(IF ATTACHING CREW LIST PLEASE DENOTE BELOW)

TERMS AND CONDITIONS

By reserving the Sound Stage and THE PRIMARY USER understands and agrees to the following terms and conditions:

1. THE PRIMARY USER is responsible for returning everything on the Sound Stage to its proper location at the conclusion of usage (not the place where someone else left it incorrectly). The Stage must be ready for use by another crew or class when you leave it. You must be completely wrapped out of the Stage by your proposed end date.
2. Sound Stage floors will be swept clean after use and repainted if necessary. Power cables/boxes neatly coiled and returned beneath the AC power main switches.
3. DO NOT leave valuable gear unattended on the Sound Stage. The primary user who checked out equipment is responsible for loss or damage of equipment that occurs on the Sound Stage, not the Film Program or Equipment Room staff.
4. You may use backdrops as long as they can be built and broken down during your scheduled shoot. Limited construction and painting is permitted, and requires approval.
5. In the event that items, not pertaining to your production, are stored on the stage DO NOT TOUCH THEM.
8. No reservation is final until you receive approval from the Film Operations Manager.

I HAVE READ AND AGREE TO THESE TERMS OF USE:

PRIMARY USER'S SIGNATURE

You may submit this form electronically by downloading the PDF, filling it out in Adobe Reader, saving it, and attaching it to an email from your Knights mail account.

FOR INTERNAL USE ONLY

RECEIVED:

DATE: ____/____/____

TIME: ____:____ PM AM

APPOINTMENT TO MEET WITH OPERATIONS MANAGER (if applicable):

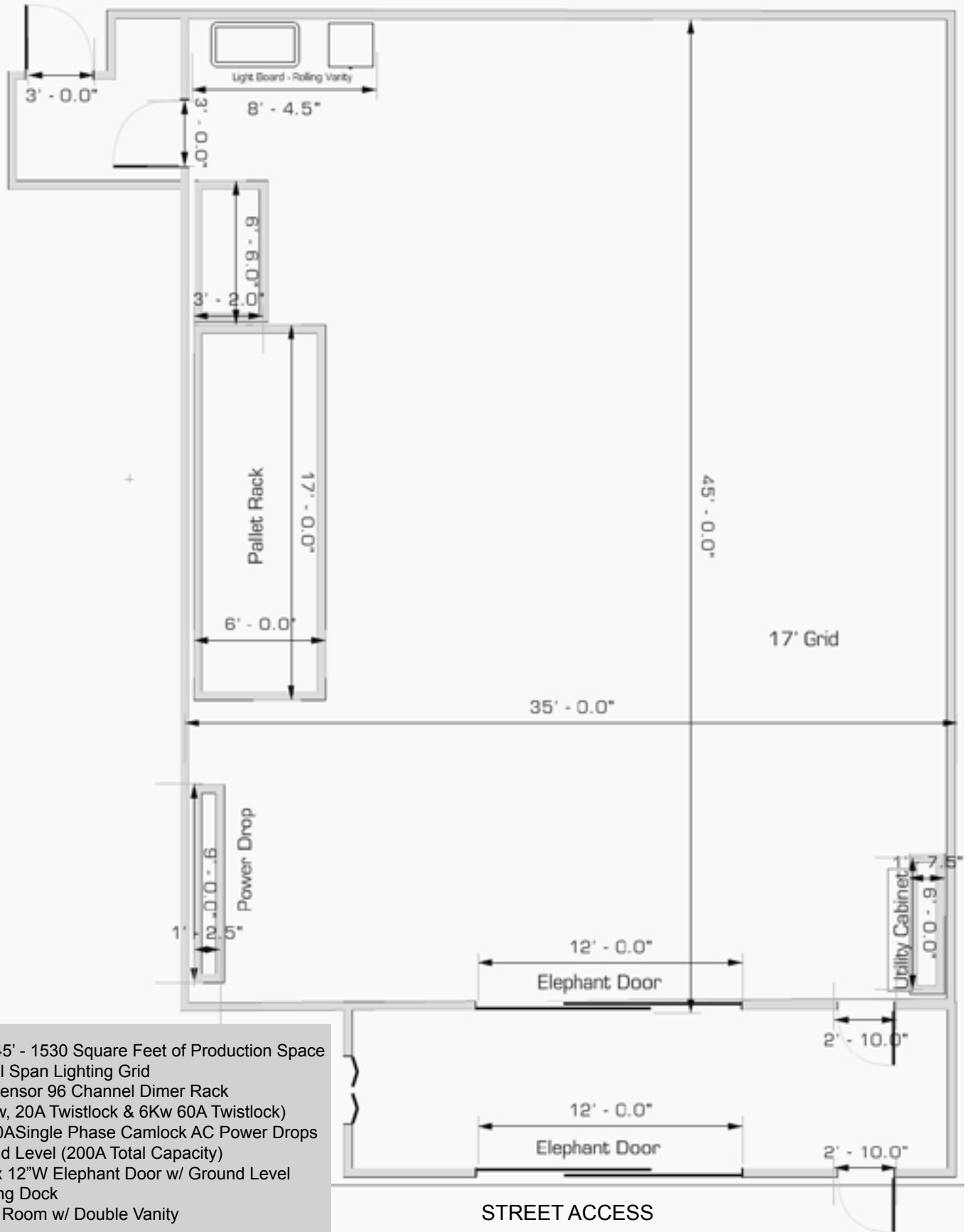
DATE: ____/____/____

TIME: ____:____ PM AM

AUTHORIZATION BY OPERATIONS MANAGER:

FILM SOUND STAGE | NSC 181A FLOOR PLAN

PLEASE USE THIS FLOOR PLAN TO MAP OUT YOUR INTENDED SET UP.



- 34' X 45' - 1530 Square Feet of Production Space
- 17' Full Span Lighting Grid
- ETC Sensor 96 Channel Dimer Rack (2.4Kw, 20A Twistlock & 6Kw 60A Twistlock)
- (2) 100A Single Phase Camlock AC Power Drops Ground Level (200A Total Capacity)
- 16' H x 12"W Elephant Door w/ Ground Level Loading Dock
- Green Room w/ Double Vanity