



Application to Use Facilities for Video, Film, or Still Photography

Thank you for considering Kennesaw State University for your upcoming project. In order to ensure the best service possible to your production company we ask that parties interested in photographing the KSU campus fill out and submit this application. Once we receive this form, we will begin the process of obtaining final approvals from all affected areas of the campus. No permission to use the campus should be inferred until this request has been approved and you have been notified of its approval.

Name of Project:

Type of Project and the Specific Use of the Photography:

Provide a brief summary of the plot:

Name of Production Company:

Production Company Mailing Address:

Contact Person:

Contact Person's:

Phone Number:

Cell Number:

Email Address:

Fax Number:

Date(s) and times requested:

Campus area(s) requested:

Number of individuals involved:

Are there any famous actors involved in the production who may attract a crowd?

If so, who?

Please list the equipment that you will bring to campus:

Have you received and signed the KSU Guidelines for Use of Facilities for Film, Video, and Photography?

Please fax or email this form along with the signed guidelines form back to KSU's Office of University Relations at 770-423-6737 or to tdemel@kennesaw.edu. Please remember that the approval of this application is subject to the University's determination that the filming project does not greatly interfere with University activities. Also, remember that permission to film on campus is **not granted** until approval of this application has been sent to you.