

USE OF ROOM NOTICE

Date of application: _____

School of Art, Design and Media
Nanyang Technological University

Location: _____

Date & Time: _____

Student name: _____ Matric no.: _____

Staff name: _____ Staff ID.: _____

Handphone no.: _____ Email: _____

Course name: _____ Instructor: _____

Project Name: _____

Project Type: Film Shoot / Photo Shoot / Installation / Others (specify): _____

Area to be vacated for project to take place: YES / NO (please circle)

Equipment involved:

Please provide a brief description of the project. Attach plan drawings, scripts, story boards and all other relevant material.

Total no. of cast & crew: _____

Usage Policy

1. This notice does not include approval for use of the following equipment:
Dolly and Track, Cranes, Cherry Pickers, Scaffold towers, or any other heavy equipment.
2. Steadicam operator or camera operator must take precautions to ensure that the general public do not get knocked or hit.
3. Nothing can be drilled onto the walls or ceilings without permission.
4. Students are financially responsible for any loss or damage of equipment in this space.
5. The following are **not** permitted on site: explosions, fire, stunts, smoke, wind machines, unnamed special effects and anything that might be considered illegal under local laws.
6. All furniture and equipment are to be reinstated to their original condition after filming. No fixed furniture or fittings are to be removed or tampered with.

7. No food and drinks are permitted on site.
8. No litter, alcohol or illegal substances are permitted on site.
9. The notice applies for **Academic work only**. Separate approval will have to be sought for Professional work.
10. The space must be locked after office hours and all electricity usage shut down.
11. Special Conditions or Restrictions Relating to this Location:

(Insert any agreed exceptions or additions to this notice)

Once approved, this notice MUST be prominently put up at relevant location at least THREE (03) DAYS before commencement of room usage.

I have read and agree with the Usage Policy and will put up this notice at least **three (03) days** before commencement of room usage:

Student/Staff Name

Signature

I agree that the above shall be granted approval for the specified room usage as requested above:

Staff Name: Faculty-in-charge

Signature

Staff Name: Personnel-in-charge

Signature

This notice must be signed by the Faculty-in-charge, and then submitted to the appropriate Personnel-in-charge below, at least SEVEN (07) DAYS before the project start date.

All computer labs: **IT Manager**, ADM Building, ART 1-14

All OTHER areas: **Operations Executive**, ADM Building, Level 3, Chair's Office