

RZC MOTION CAPTURE ROOM PERMIT

- Do not submit this form more than seven days prior to filming.
- Use a separate form for each weekend (don't list the upcoming weekend and the next weekend on the same form).

This is to certify that I, _____, I.D. number _____,
(name of student) (10-digit USC ID number)

phone number _____, am enrolled in _____
(XXX) XXX-XXXX (course prefix/number)

for the _____, _____ semester and am engaged in the production of an authorized
(fall/spring/summer) (year)

student project that is assigned USC Production Number: _____ and
[XXX-XXX-XXXX]

entitled: _____, and
(title of project)

to be filmed on: _____ from: _____ to: _____ (12-HOUR LIMIT)
(date MM/DD/YY) (start time) (end time)

in the Zemeckis Center Motion Capture Room (RZC 118).

Film Crew: Name Position Email

I understand and agree that USC shall own all rights of every kind in and to all photographs and recordings made by me and the above crew on or about these premises and that USC shall have the right to use such photographs and/or recordings in any manner USC may desire without limitation or restriction of any kind. I/we, the above crew, agree to exercise reasonable care in the use of these premises and will leave them in substantially as good condition as when received. I/we understand that film/video projects undertaken by Cinema students are for instructional purposes only and are not intended for any form of commercial use. I understand any change in shoot date(s) requires me to obtain new Certification(s) / Location Release(s) and permit(s).

Any change in type, number or portrayal of violent or illegal act(s), or prop weapon(s), requires Weapons Safety Manager and Department of Public Safety approval prior to filming. Prop weapon(s), violent and/or illegal act(s) will be portrayed within USC Production Handbook Guidelines.

Will you be using any prop weapons?

YES ☐

NO ☐

Will there be any illegal/violent acts portrayed on location?

YES ☐

NO ☐

Will you be using any special effects, fog/smoke machines, or generator?

YES ☐

NO ☐

Will you be using any fire, fireworks, or open flame?

YES ☐

NO ☐

Describe specifically the scene, number of actors, the action, any stunts, and possible hazards:

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By signing below, I understand and agree to all of the conditions and statements on page 1 and 2 of this form.

_____	_____	_____
(print name of student)	(signature of student)	(today's date)
	(hand signature only)	
_____	_____	_____
(print name of MoCap trained student)	(signature of MoCap trained student)	(today's date)
	(hand signature only)	

PICK ONE:

☐ I answered "NO" to all 4 safety questions on page 1 of this form. I must obtain signatures #1, #2, #3, and #6.

[S T A M P]

☐ I answered "YES" to at least 1 safety question. I must obtain ALL 6 signatures.

#1 _____
SIGNATURE of Physical Production Office, SCA 304

#2 _____
SIGNATURE of Production & Stage Services

Print Name of Production & Stage Services

#3 _____
SIGNATURE of Creative Technology & Support

Print Name of Creative Technology & Support

#4 **EMAIL ONLY – SEE INSTRUCTIONS BELOW**
Fire Safety Office

#5 _____
SIGNATURE of Dept. of Public Safety Watch Commander
Located at Downey Way Parking Structure

#6 _____
SIGNATURE of Physical Production Office, SCA 304

IMPORTANT INSTRUCTIONS FOR #3 AND #4 (PLEASE READ CAREFULLY)

#3) CREATIVE TECHNOLOGY & SUPPORT APPROVAL:

You must have someone present that has been trained to operate the motion capture room AT ALL TIMES. Contact Neil Short (nshort@cinema.usc.edu) or Sergio Gomez Santana (sgomezsantana@cinema.usc.edu) to confirm your MoCap room training status. A student who is enrolled in or has already completed CTAN 564 or CTPR 524 **MUST** be in attendance at **ALL** times.

#4) FIRE SAFETY OFFICE (SEND ONLY ONE MOCAP PERMIT IN EACH EMAIL):

Students must email firesafety.film@usc.edu with a scanned copy of both pages of this location release. Their office hours are Monday to Friday 8:30 AM to 5:00 PM. **In the subject line of your email**, type "SCA Permit" and the name of the campus filming location. In your email please answer the following questions:

1. Are you using any fire, fog or smoke based equipment, including fog machines, candles/campfires, pyrotechnics, fireworks, squibs, detonators, propane or flammable liquids?
2. Will you have any additional location issues, including impeding access to a building on campus, filming in the middle of the street, on a man made platform or stage, or using any large tents?
3. Will you have any additional electrical concerns, including welding or torching, using lights and electrical cabling near water, or using lights that generate intense heat near sprinkler heads?
4. Have you hired a Stunt Person or Special Effects Licensee?

The Safety Office will email back a confirmation that **must be printed and affixed to this permit.**