

Project Work on Campus Request

FDS Creative Production

Completed requests are to be emailed to events@uts.edu.au two (2) weeks before the proposed date

I am a student/staff member of the Faculty of Design and Society. I am seeking your cooperation in carrying out project work as part of my coursework/research/creative practice at the campus site listed below;

Student/staff name: _____ Student/staff number: _____

Subject number: _____ Subject name: _____

Academic supervisor name: _____

Site location: _____

Date/s: _____ Start/finish time: _____

Project synopsis: _____

_____ Number of cast/crew: _____

Production details:

How will the site be used?
(eg, closed completely to pedestrians,
still allowing pedestrian access)

Noise management
(eg, require quiet, minimal noise OK,
business as usual OK)

Power requirements
(students are responsible to ensure there is
enough power available on site)

Furniture requirements
(eg, use available furniture on site, furniture to
be cleared)

*NOTE – students are to ensure that no
furniture is damaged and that all furniture
is returned to original locations*

Should you grant permission for use of the above site for the purposes outlined, the University's insurance policies cover the following contingencies, and the University or I will meet claims arising from these, subject to there being no negligence on your part:

- Accident or injury to the student, and to their nominated unpaid individuals (whether or not these persons are students of the University) whilst on the site or travelling to or from the site;
- Accident or injury to third parties at the sites arising from the student's negligence;
- Accidental damage to the sites and to property thereon, arising from the student's negligence.

I agree to observe the following conditions when using the above site for the purposes outlined:

- cast and crew are not to interfere with or impede any University students, staff or contractors using the site
- cast and crew are not to leave equipment unattended or in areas that may create trip hazards or block exits
- cast and crew are to follow any instructions/directions given by UTS Security
- ensure signs are displayed on location advising that individuals may be captured on film and to advise production crew if this is an issue
- crew are not to film students, staff or contractors where they are identifiable without their permission and signed release forms
- no filming of UTS signage or branding
- no filming in university toilets with the exception of toilet facilities in Bon Marche on weekends or after hours
- no filming in University car parks/loading docks

If you require any further information please contact the General Manager of the Faculty of Design and Society on (02) 9514 2000. The University will not normally issue any further documentation regarding the use of the site.

Please provide your permission for use of the site in writing. To this end please sign and date the following 'Agreement For Use Of Site':

This page is to be retained for your records. Thank you in advance for your cooperation

Student/staff signature

- **Send your request from your UTS email address to events@uts.edu.au**
- **Applications can take up to ten (10) working days to be processed**
- **You will be informed of the outcome by return email to your UTS email address**

Agreement For Use Of Site (internal)

I, _____, being the duly authorised person give permission for the carrying out of video/audio recording, photography or other project work as stated above.

Signature of authorising person:

Name and position of authorising person:

Date: