Filming in the Library Form

Students who request filming in the library are to be aware of the following guidelines and responsibilities:

1. No heavy equipment is to be set on the glass tables. If glass is damaged or broken, student is responsible for replacing the glass.

2. No heavy equipment is to be set on display cases. If glass is damaged or broken, student is responsible for replacing the glass.

3. If large tables are to be moved, DO NOT drag tables across the floor, as this causes damage to the bases. Tables must be picked up and moved.

4. Barcelona chairs (black leather chairs) are NOT to be removed from the library. If re-arranging Barcelona chairs, pick up by the steel legs only. If leather is damaged, student is responsible for all repairs.

5. Student is responsible for arranging additional crew members as the library staff can not assist with filming.

6. A library staff member must be present when the library is open while filming is in progress.

7. When the library is closed, a security guard is to accompany the student in the library at all times during shooting. Prior arrangements must be made with the head of security at (626)396-2299.

For any questions or concerns, please contact library at the following phone or email:

phone: (626)396-2233

email: library@artcenter.edu

*Return completed form to the library staff at the Front Desk prior to shooting.*

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Library Staff Signature: 

Date: 

Security Signature (required for after hours shooting): 

Note: 

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