

# Project Work on Campus Request

## FASS Media Production

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

I am a student/staff member of the Faculty of Arts and Social Sciences. 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:	
<p><b>How will the site be used?</b> (eg, closed completely to pedestrians, still allowing pedestrian access)</p>	
<p><b>Noise management</b> (eg, require quiet, minimal noise OK, business as usual OK)</p>	
<p><b>Power requirements</b> (students are responsible to ensure there is enough power available on site)</p>	
<p><b>Furniture requirements</b> (eg, use available furniture on site, furniture to be cleared)</p> <p><i>NOTE – students are to ensure that no furniture is damaged and that all furniture is returned to original locations</i></p>	

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 Arts and Social Sciences on (02) 9514 3875. 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](mailto: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.	
<i>Signature of authorising person:</i>	
<i>Name and position of authorising person:</i>	
<i>Date:</i>	