

**Hong Kong Baptist University
Office of Student Affairs
Undergraduate Halls**

Film Shooting Application Form

Guidelines on Film Shooting:

1. Only residents and staff of HKBU departments/offices are eligible to apply for film shooting.
2. Film shooting is **ONLY allowed** in the open space on ground level of the Undergraduate Halls.
3. Film shooting is **ONLY allowed** within 9 am – 10:30 pm.
4. **Heavy lighting equipment (>250w)** is not allowed.
5. Extract of the script relevant to the application should be submitted together with this form **at least 3 working days** in advance for approval.
6. During shooting, you should present the **Approved Form** if needed. Security Guards/staff are authorized to intervene or stop any unapproved film shooting activities.
7. All members should take care of all facilities and return them in good condition during and after shooting.
8. No electricity supply will be provided during the film shooting period.
9. The applicant is responsible for damages and breach of regulation. In addition to compensations, the privileges of abusers may be suspended.

Privacy Policy:

Please refer to <https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>

Application

Name of Department/Office: _____

Name of Contact Person: _____ Student No.: _____

Position: _____ Tel. No.: _____ HKBU E-mail: _____

Date of shooting: _____

Time Period: (From) _____ (To) _____

Area of shooting: _____

Purpose: _____ No. of Crew Members: _____

Name of Members:

	Student Name (at least 1 resident)	Student No.	Room No.
1			
2			
3			
4			
5			

I have read the guidelines on film shooting above and agreed to abide by them. I will be responsible for any possible damages to hall property due to the film shooting.

Extract of the script attached

Applicant's Signature: _____ Date: _____

Office use only:

Approved / Not Approved

Ref: _____

Undergraduate Halls

Date

Remarks: _____