

This application is to be completed by students wanting to use University spaces or Grounds for the following:

### Filming/Videos and Photo Shoots

Applications **MUST** be submitted a **minimum** of three (3) weeks prior to the event  
**\*\*\* Please provide separate form for each Campus \*\*\***

#### Please note below information

- No weapons or imitation weapons are to be used without the presence of a fully registered armourer (at student expense) & Victoria Police need to be notified by organiser.  
\*\*\* Allow approx one week to arrange - **after** approval to use RMIT site has been given. \*\*\*
- Security costs may be applicable and will be determined by the RMIT Security Manager.
- Any simulated violence scenes - will be subject to where & when event is planned.
- Inappropriate/offensive language is **not** permitted.
- The university does not condone the use of illicit drugs on its campuses and sites.
- No Parking is available on the City Campus – unloading and loading points can be arranged.
- For large events a site meeting should be arranged with Property Services
- Amplified music is permitted between 12pm and 2pm only in Bowen Street & Alumni Courtyard.
- If you are planning to use an unusual location (ie: Bldg stairwell, specific wall, etc.), attach a campus map or floor plan & mark where you wish to set-up. (Refer to Property Services Web for Floor Plans).
- Please note – some venues/spaces attract a hire fee

The following information **MUST** be provided with this application for any RMIT campus or site. Applications without **ALL** requested information will be returned unprocessed.

1. Script – **only** part of script pertaining to RMIT University sites
2. Schedule – **only** for day/times while on RMIT University sites
3. Power usage – ie: Three Phase/cable management/battery
4. Risk Assessment – A copy of the RMIT risk assessment form can be found online at <http://mams.rmit.edu.au/44qtdn7yqbu11.doc>
5. Equipment to be used must be Tested & Tagged
6. After hours access needs to be obtained from your school.

Please note: Footpaths around the City Campus are managed by the City of Melbourne. Permission must be sought from the City of Melbourne if you plan to use the footpaths or any other area of the City for filming purposes.

#### How to Submit Application

Email: [Venues@rmit.edu.au](mailto:Venues@rmit.edu.au)

You will be contacted by email if further information is required. Successful applications will receive a Booking Permit via email. The booking permit should be kept on your person for the duration of the activity.

**It should be noted the University is undertaking an extensive Capital Works program 2007 – 2018. Property Services cannot guarantee Bowen St or any other area you may require will be clear of large rubbish bins, cranes or other equipment during this time for your event.**

| Applicant Information  |  |  |                                   |                             |  |                              |                                 |                               |  |
|--|--|--|-----------------------------------|-----------------------------|--|------------------------------|---------------------------------|-------------------------------|--|
| Name:  |  |  |                                   |                             |  |                              |                                 |                               |  |
| Email:   |  |  | Student No.:                      |                             |  | Phone:                       |                                 |                               |  |
| School:  |  |  |                                   |                             |  |                              |                                 |                               |  |
| Description of Event:  |  |  |                                   |                             |  |                              |                                 |                               |  |
| Filming/Video <input type="checkbox"/>   |  | Photo Shoot <input type="checkbox"/>                                 |                                   |                             | Installation (Art, etc.,) <input type="checkbox"/> |                              |                                 |                               |  |
| Venue Information  |  |  |                                   |                             |  |                              |                                 |                               |  |
| Venue Requested  |  |  | <input type="checkbox"/> Bowen St |                             | <input type="checkbox"/> Alumni Courtyard          |                              |                                 |                               |  |
| <input type="checkbox"/> Specify Building & room number  |  | <input type="checkbox"/> Other, indicate on campus map or floor plan |                                   |                             |  |                              |                                 |                               |  |
| Date/s :   |  |  | Start Time/s :                    |                             |  | End Time/s :                 |                                 |                               |  |
| Is this booking made on behalf of an external organisation?  |  |  | <input type="checkbox"/> Yes      | <input type="checkbox"/> No | Please specify organisation:                       |                              |                                 |                               |  |
| What is the likelihood of Drug Involvement? Note: The university does not condone the use of illicit drugs on its campuses.  |  |  |                                   |                             | <input type="checkbox"/> None                      | <input type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High |  |
| Student Signature:   |  |  |                                   |                             | Date:  |                              |                                 |                               |  |
| <b>Script to be read &amp; approved by Course Co-ordinator/Teacher</b>   |  |  |                                   |                             |  |                              |                                 |                               |  |
| FOR FILMING/VIDEOS – CHECKLIST TO BE COMPLETED BY STUDENT :  |  |  |                                   |                             |  |                              |                                 |                               |  |
| <input type="checkbox"/>   | Script Attached - <b>ONLY</b> the part of script pertaining to RMIT University sites is necessary  |  |                                   |                             |  |                              |                                 |                               |  |
|  | 1. Are there real or imitation weapons used in the scene/s? <input type="checkbox"/> No <input type="checkbox"/> Yes (Refer to Armourer info)                  |  |                                   |                             |  |                              |                                 |                               |  |
|  | 2. Is there simulated violence used in the scene/s? <input type="checkbox"/> No <input type="checkbox"/> Yes   |  |                                   |                             |  |                              |                                 |                               |  |
|  | 3. Is Offensive Language contained in the Script? <input type="checkbox"/> No <input type="checkbox"/> Yes (Refer to info above)                               |  |                                   |                             |  |                              |                                 |                               |  |
| <input type="checkbox"/>   | Schedule Attached - indicating day/times at each RMIT University site  |  |                                   |                             |  |                              |                                 |                               |  |
| <input type="checkbox"/>   | Power requirements attached  |  |                                   |                             |  |                              |                                 |                               |  |
| <input type="checkbox"/>   | RMIT Risk Assessment attached  |  |                                   |                             |  |                              |                                 |                               |  |
| <input type="checkbox"/>   | Confirm Equipment Tested and Tagged  |  |                                   |                             |  |                              |                                 |                               |  |
| <input type="checkbox"/>   | Have you obtained After Hours Access from your school?   |  |                                   |                             |  |                              |                                 |                               |  |
| FOR PHOTO SHOTS & INSTALLATIONS (Art, etc.,):  |  |  |                                   |                             |  |                              |                                 |                               |  |
| <ul style="list-style-type: none"> <li>▪ Applicable items to be addressed (see above information &amp; checklists for Filming/Videos)</li> <li>▪ Please provide details of type, size, how many &amp; how installations are to be secured</li> <li>▪ Attach a campus map or floor plan &amp; mark where you wish to set-up.</li> </ul> |  |  |                                   |                             |  |                              |                                 |                               |  |
| CHECKLIST TO BE COMPLETED BY SUPERVISOR :  |  |  |                                   |                             |  |                              |                                 |                               |  |
| <input type="checkbox"/>   | Application to be submitted within required timeline (3 weeks)   |  |                                   |                             |  |                              |                                 |                               |  |
| <input type="checkbox"/>   | I have read script & can confirm there is no excessive offensive language  |  |                                   |                             |  |                              |                                 |                               |  |
| <input type="checkbox"/>   | If real or imitation weapons are included, I can confirm the student has taken appropriate actions, will engage a registered Armourer & notify Victoria Police |  |                                   |                             |  |                              |                                 |                               |  |
| <input type="checkbox"/>   | I can confirm all items required as listed are attached (see Student Checklist for inclusions)   |  |                                   |                             |  |                              |                                 |                               |  |
| Supervisor Name & School :   |  |  |                                   |                             | Phone:   |                              |                                 |                               |  |
| Supervisor Signature:  |  |  |                                   |                             | Date:  |                              |                                 |                               |  |
| Property Services Use Only   |  |  |                                   |                             |  |                              |                                 |                               |  |
| <input type="checkbox"/> Approved  |  | <input type="checkbox"/> Not Approved                                |                                   | Signed:                     |  |                              |                                 |                               |  |
| Booked on Events Perfect   |  |  | <input type="checkbox"/> Yes      | <input type="checkbox"/> No | Event Number:                                      |                              |                                 |                               |  |
| Risk Assessment and Task sent to Security  |  |  | <input type="checkbox"/> Yes      | <input type="checkbox"/> No |  |                              |                                 |                               |  |
| Conditions to be communicated to Organiser:  |  |  |                                   |                             |  |                              |                                 |                               |  |

**Provision of misleading and incorrect information could lead to disciplinary action.**