

George T. Potter Library Filming Contract

I, _____, a student at Ramapo College of New Jersey, am shooting the film _____ for my _____ class. As part of the production, I am requesting to shoot in the Potter Library. In signing this application I agree to:

- Agree on dates and times with the appropriate Potter Library staff ahead of time.
- Stick to these dates and times unless I contact and receive approval from the Potter Library staff to amend my dates and times.
- Agree on shooting locations within the library with the appropriate Potter Library staff ahead of time.
- Stick to these shooting locations unless I contact and receive approval from the Potter Library staff to amend my dates and times.
- Check in with the appropriate Potter Library staff members before the beginning of each day / time slot of my shoot.
- Obtain the written permission of any non-cast members who appear in my shots.
- Not engage in any behavior expressly forbidden in the library.
- Shoot in as minimally invasive way as possible so as not to compromise other library users' experience.
- Communicate at a whisper with cast and crew so as not to compromise other library users' experience.

I understand that if I violate any of the above I may be asked not to continue to shoot in the library.

Name (Please Print) Signature Email Date

Sara Ketterer or Emily Hutton Signature Date

Sara Ketterer
201-684-7838
Linden 206 (temporary library location)

Emily Hutton
201-684-6989
Linden 126 (temporary library location)