RICE UNIVERSITY
ON-CAMPUS PHOTO SHOOT & FILMING REQUEST

Complete and submit a minimum of five (5) working days prior to required decision date.
Office of University Relation, (713) 348-6781, FAX: (713) 348-6751

Person or Group
Making Request:

Contact:

<table>
<thead>
<tr>
<th>Name</th>
<th>Day Phone</th>
<th>Evening Phone</th>
<th>FAX Number</th>
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Mailing Address  
ZIP

Name of Client: __________________________________________
(If Commercial Usage)

Nature of Shoot: Please check appropriate boxes and provide complete, written details of intended usage:

- [] Interior  
- [] Exterior  
- [] Film  
- [] Video  
- [] Still Photos  
- [] Commercial  
  - Feature Film/Documentary  
  - Print Advertising (List Publications)  
  - Broadcast Advertising (List Stations)  
  - News (Name Program and Network)  
  - Charitable/Not for Profit  
  - Individual/Bridal

Details: Please include script or other detailed material.

- __________________________________________
- __________________________________________
- __________________________________________
- __________________________________________

Requested Date(s): _____________________ Time: ___________ to __________

Requested Site(s): Please be very specific. Refer to locations by building names and numbers on attached map.

- __________________________________________
- __________________________________________
People: Please provide Names and Titles of all people who will come onto the campus for shoot.

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

Vehicles: List and describe all vehicles to be brought onto campus. Asterisk (*) those needed at the shoot site(s).

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

Location Fees: Location fees for photographic use of Rice Campus

<table>
<thead>
<tr>
<th></th>
<th>Film/Video</th>
<th>Still Photos</th>
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<tbody>
<tr>
<td>Full Day (5-10 hours)</td>
<td>$2,000</td>
<td>$1,000</td>
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<tr>
<td>1/2-Day (1-5 hours)</td>
<td>$1,000</td>
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NOTE: Additional charges may be required for shooting outside normal staff hours and/or for unusual power, security, or site preparation requirements.

Initial Inquiry: Date:__________  Time: ________a.m. / p.m.

Forms Sent: Date:__________  Time: ________  [ ]Fax  [ ]Mail  [ ]Pick-Up

Documentation:
1. Insurance Certificate Date:__________
2. Conditions for Use Date:__________
3. Photo Shoot Request Date:__________
4. Script/Copy Date:__________

Routing: [ ]PRES  [ ]F&E  [ ]RUPD  [ ]Other:______________________________

Approval: [ ]Granted  [ ]Denied  Date:__________