

**Department of Film and Media Studies**

Pollock Theater Soundstage  
Santa Barbara, CA 93106-4010

University of California, Santa Barbara  
(805) 893-4637

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**Soundstage Scheduling Request Form**

This form must be filled out by the Production Manager of a crew enrolled in 106 and 118 production classes. In other production classes, this form must be filled out by the producer(s) ONLY.

**Title of Production:** \_\_\_\_\_

**Course # (circle one):** 106 ..... Crew Production      112 ..... Lighting  
115 ..... Sound Production      118 ..... Green Screen  
104 ..... Production Tech      108 ..... Short Production  
Other: \_\_\_\_\_

**Position of Requestor (circle one):**      Producer      or      Production Manager

**Name Under Request:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Permanent ID #:** \_\_\_\_\_

Producer: \_\_\_\_\_

Production Manager: \_\_\_\_\_

Director: \_\_\_\_\_

**Scheduling:** per day use only. Please discuss with SS manager regarding calendar availability.

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Hard Out Time: \_\_\_\_\_

Number of Crewmembers to be present: \_\_\_\_\_

**Safety:**

Please mark the boxes of the following that you plan for your production within the soundstage.

Use of house power.	
Use of roll-up garage door.	
Use of scaffolding and changing fixed lighting (must be done by Soundstage Employee).	
Use of Mole-Richardson Junior lights and guard dogs.	
Use of controlled fire (candles, fake cigarettes, etc.). No fireworks, explosives, or firearms.	

The person(s) under request is aware of the location of the fire extinguishers, all exits, and how to strike the house-power switch and roll-up garage door. If not yet aware, they will be instructed by a soundstage employee.

Student under request:  
X \_\_\_\_\_

Soundstage Employee:  
X \_\_\_\_\_

## Terms and Conditions:

1. The producer(s) must provide a complete list of crew member names and permanent ID numbers at the time of approval. This is important documentation in the event that an incident occurs on UCSB campus property.
2. All of the above concerns under “**SAFETY**” have been signed off by the requestor and soundstage employee.
3. The soundstage must be left as it was before the requestor’s use. **House-power must be struck off, all doors must be locked, and all grip, gear, power-boxes, and guard dogs within the soundstage must be organized to the peripheries of the Soundstage.**
4. The requestor acknowledges that the soundstage is under use of many other parties within the Film and Media Studies Department. Crews in use of the soundstage space will return everything including other crew sets to the positions they were in before use. Any damage made to crew set pieces or props is not at fault or responsibility of the Pollock Theater Soundstage, its employees, the Film and Media Studies Department, or the University.
5. Any theater, roof, or office access is **PROHIBITED**.
6. Any injuries or accidents are not at the fault of the Pollock Theater Soundstage, its employees, the Film and Media Studies Department, or the University.
7. **No food or drink** allowed within the soundstage space except for water carried in a closed container. Food and drink are allowed in the foyer and garage space **ONLY**.
8. Pack it in/Pack it out Policy. Crews must bring their own trash bins if necessary and pack out all of the trash that they may have created.
9. No illegal substances, firearms, explosives, or real weapons are allowed inside the soundstage.
10. The **Soundstage Key** will only be issued to parties whose scheduled soundstage hours take place outside of the usual time of instruction when the soundstage office is closed and/or a soundstage employee is not present.

Keys can be picked up at any time of day but **MUST** be **RETURNED** between the hours of **9AM and 12PM**.
11. Failure to comply with the Terms of Agreement can result in banishment from the soundstage, fine, or expulsion from the university as seen fit.

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**I have read and agree to the terms and conditions.**

**Sign:** \_\_\_\_\_

**Date:** \_\_\_\_\_