

Webster University Production Waiver

This waiver is intended to help manage the requests for individuals who wish to use the Residential spaces for production projects. The below information is to be completed prior to production.

Personal Information:

Name: _____ Resident Hall Address: _____

Phone Number: _____ E-Mail: _____

Project Details:

Date: _____ Time: _____ Location: _____

Course Project: yes no if yes, course and Instructor's name: _____

Estimated Time: _____

Total Number of Production Crew: _____ will your crew need to be check into the building? Yes No

Equipment Needed: _____

Notification of Production:

Professional Staff yes, Date and Type of Notification _____

Central Office yes, Date and Type of Notification _____

Student Staff yes, Date and Type of Notification _____

Residents

Roommate yes, Date and Type of Notification _____

Suitemate yes, Date and Type of Notification _____

Floormate yes, Date and Type of Notification _____

Building yes, Date and Type of Notification _____

Front Desk yes, Date and Type of Notification _____

By signing the waiver I attest that all the above information is accurate, and the proper notifications have taken place. I also agree to abide by the university policies during the above documented production. I understand that violation of this production agreement or university policy will result in my conduct being addressed by the department. Any violation of the production agreement will result in my production privileges being revoked for the current project, and potentially any additional projects.

Signature

Date