



200 Glen Avenue • Millburn, NJ 07041 • Tel: 973-376-1006 • Fax: 973-376-0104  
www.millburnlibrary.org

**MILLBURN FREE  
PUBLIC LIBRARY**

**Filming and Photography in the MFPL**

**Application to film within the library premises.**

The Millburn Free Public Library is pleased that you are interested in using our facility as a site location for your film or photo shoot, as long as there is no disruption of library services, no cost to the library and the library's image and reputation are not harmed.

Staff and patrons may not be filmed or photographed without permission. Signed releases may be required.

Major set construction or building alterations are prohibited. All areas used for filming must be returned to their previous condition upon completion. Security deposit, proof of insurance and a hold harmless agreement indemnifying the MFPL may be required.

All applications must be submitted a minimum of five (5) days in advance of filming. The Millburn Free Public Library reserves the right to refuse any request for filming within its premises.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

e-mail: \_\_\_\_\_

Production company name: \_\_\_\_\_

Requested dates and times: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested location within library: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Equipment that will be used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The nature of the film: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the product be used commercially: YES NO

If yes, please give distribution details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special requirements (including electrical) or unique special effects: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***List of cast and crew who will be on-site must be attached to this application.***

Signed: \_\_\_\_\_

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Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved | Not Approved

\_\_\_\_\_