PROCEDURE

Effective Date: September 10, 2013
Approved By: Director, Marketing & Communications

See Also: POL-U6500.01 Film, Photography or Video Productions on University Property
FRM-6500.01A Request to Film, Photograph or Videotape on University Property

PRO-6500.01A REQUEST TO FILM, PHOTOGRAPH OR VIDEOTAPE ON UNIVERSITY PROPERTY

Definitions:

Producer – means an off-campus individual, organization, or group seeking to use University property for the purpose of film, photography or video production.

Action by:

Producer 1. Completes the Request to Film, Photograph or Videotape on University Property Form, attaches script and other supporting documentation, and submits to the Director of Office of University Communications and Marketing (hereinafter called “Director”). The Director will have a minimum of 10 business days to respond to the request.

Director 2. Evaluates request and decides whether to endorse, return or not endorse the request.

   a. If request is endorsed, goes to action item 3.

   b. If request needs additional detail, returns request form to Producer with instructions.

   c. If request is not endorsed, returns copy of request form to Producer with a written explanation and procedure ends here.

3. Consults with the following University administrative areas for an endorsed request:
   a) Viking Union – exterior space and VU facility use approvals
   b) Space Administration – interior space use approval


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Action by: Action:

c) Facilities Management – special services and fees
d) Public Safety – special services and fees for parking and security
e) Risk Management – risk mitigation and insurance
f) Contract Administration – contracting requirements

NOTE: On a case-by-case basis, other University administrative areas are invited to evaluate a request.

University Administrative area
4. Determine fees, makes arrangements for services or space use, and invoicing through Student Business Office.

Director
5. Informs the Vice President for University Relations and Community Development.

6. Informs the Vice President for Business and Financial Affairs.

7. Informs the Vice President for Enrollment and Student Services.

NOTE: A Vice President may accept or reject an endorsed request. When an endorsed request is rejected, a copy of request form is returned to Producer with a written explanation and procedure ends here.

Producer
8. Notifies Producer of University administrative requirements, provides contact information and, if applicable, initiates a written agreement.

9. Coordinates with Director of University Communications and Marketing and/or directly with University administrative areas.

Director
10. Maintains copies of requests and related documentation in departmental office files.