

PROCEDURE

Effective Date: September 10, 2013

Approved By: Director, Marketing and Communications

See Also: FRM-U6500.01 Request to Film, Photograph or Videotape on University Property

PRO-U6500.01 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:

Action:

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 has a minimum of 10 business day to respond to request.

Director

2. **Evaluates** request and decides whether to endorse, return 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
 - c) Facilities Management – special services and fees

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Action:

- 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, make arrangements for services or space use and invoicing through Student Business Office.

Director of 5. **Informs** the Vice President for University Relations.

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.

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

Producer 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.