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| Policy Name: | On-Campus Filming Policy |
| Originating/Responsible Department: | Vice-President (Finance and Administration) |
| Approval Authority: | Senior Management Committee |
| Date of Original Policy: | November 2012 |
| Last Updated: | November 2022 |
| Mandatory Revision Date: | November 2027 |
| Contact: | Executive Director, Office of Risk Management |

Policy:

The policy requires that all individuals and organizations seeking to film on campus, for commercial, documentary or other forms of film production and dissemination, seek the University's permission for access to university grounds, facilities, labs and buildings. Permission is also required for any construction of sets or alteration to any existing university buildings or property.

The University reserves the right to review the production's script or script outline prior to granting permission to film on campus.

All use of unmanned aerial vehicles (drones) during approved filming must comply with the Federal Department of Transportation's regulations on the use and registration of unmanned aerial vehicles.

All individuals and organizations who receive permission to film on campus must comply with all applicable laws and University policies.

For productions that do not involve or refer to the University, every effort must be made to preserve the anonymity of Carleton University, including in promotion of the film and in credits. In certain circumstances, the University may request credit be given for its contribution to the film. In such cases, the requirement for and form of the credit will be included in the film approval agreement.

Any person requesting to film on campus must complete the Request to Film on Campus application and upon approval enter into an agreement with the University that outlines conditions, warranties, insurance requirements and fees which will be applicable. A fee will be charged for commercial productions that use university space and will be determined based on the space requested and associated costs.

The Request to Film on Campus form shall be reviewed by the Department of University Communications and the Office of Risk Management to ensure it meets the requirements for approval. As part of the approval process all university departments which could be affected by the filming will be contacted to determine if they have any objections to the approval and determine if any costs could be incurred by the departments as a result of the filming.

Scope:

This policy applies to all on-campus filming by individuals or organizations in order to ensure that activities on campus are not disrupted and the University's brand is protected. This policy is not intended to apply to filming for personal consumption.

The policy does not apply to filming that may take place as a part of class project work by students and news and public affairs coverage of university events, activities, and personalities by television, film or

sound recording. However, the University reserves the right to revoke the permissions under this section of the policy should the activity disrupt the normal operation of the University, or the individual or organization is found to be violating any law or University policy.

Permission for coverage of sporting events will be negotiated by the Department of Athletics.

Any request for an exemption to this policy must be made to the Vice President (Finance and Administration)

Other Related Policies:

- [Advertising Policy](#)
- [Alcohol Policy](#)
- [Code of Conduct for Apparel Supplies & Trademark Licensees](#)
- [Social Media Policy](#)
- [Student Rights and Responsibilities Policy](#)
- [Weapons Policy](#)

Contacts:

Executive Director, Office of Risk Management
Chief Communications Officer and Associate Vice-President (Communications and Public Affairs)

Request to Film on Campus

| Contact Information | | | |
|-------------------------------------|------------|------|--------------|
| Name of Individual or Organization: | | | |
| If an organization, contact person: | | | |
| Phone: | | Ext: | Email: |
| Address: | | | Apt/Suit No: |
| | Town/City: | | Postal Code: |
| | Province: | | |

| Film Details | |
|---|--|
| Purpose of Filming: | |
| Outline of story: | |
| What facilities are requested? | |
| Date/Time facilities requested: | |
| Will equipment be stored on campus? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Will drones be used in filming? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, provide registration Number of drone along with proof of drone liability insurance with \$5,000,000 limits: | |
| Name of pilot: | |

| Insurance | |
|---|--|
| *Persons/Organizations filming on campus who are not covered by Carleton University's insurance must have \$5,000,000 in general liability insurance. | |
| Name of Insurance Company: | |
| Policy No.: | |
| Limits of Insurance: | |

Signature: _____

Date: _____

| Approval - Carleton University Use Only | |
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| Department of University Communications | |
| Office of Risk Management | |
| Other Department | |