



Carleton
UNIVERSITY

Canada's Capital University

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 2017
Mandatory Revision Date:	November 2022
Contact:	Director, Risk and Insurance Services

Policy:

The policy requires that all individuals and organizations seeking to film on campus, for commercial, documentary or other forms of film production, 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 Director of Communications and Director, Risk and Insurance 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 brand is protected.

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:

Director, Risk and Insurance
Director, University Communications

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			No
Will drones be used in filming?		Yes			No
If yes, provide registration No. of drone:					
Name of pilot:					
Insurance					
<i>*Persons/Organizations filming on campus who are not covered by Carleton University's insurance must have general liability insurance</i>					
Name of Insurance Company:					
Policy No.:					
Limits of Insurance:					

Signature: _____

Date: _____

Approval -Carleton University Use Only

Department of University
Communications

Risk & Insurance

Other Department