Policy:

The policy requires that all outside organizations seeking to film on campus – for commercial, documentary or other purposes – seek the University’s permission for access to university grounds, facilities, labs and buildings. All such requests will be made to the Office of the Vice-President (Finance and Administration).

Similarly, all requests to construct sets or alter in any way existing university buildings or property will be made to the Office of the Vice-President (Finance and Administration).

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

For productions that do not involve or refer to the university, every effort must be made to preserve the anonymity of Carleton University, including promotion and credits.

Any person requesting to film on campus must enter into a contract with the University that outlines conditions, warranties, insurance requirements and fees which will be applicable.

Scope:

This policy applies to all on-campus filming by external agencies or organizations in order to ensure that the activities of the campus are not disrupted and the university brand is protected. This policy is not intended to cover filming that may take place as a result of class project work by students.

The policy does not normally apply to news and public affairs coverage of university events, activities, and personalities by television, film or sound recording. However, some news, public affairs and documentary coverage may be covered by this policy at the discretion of the university.

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

Contacts:

Manager, Risk and Insurance
Director, University Communications