



Marketing and Communications Office

Permit to Film/Photograph on Campus (Internal)

All requests for filming/photography of the campus by internal groups should be made in writing and submitted to the Marketing and Communications Office for screening, evaluation and handling at least 3 working days before actual shoot for film, and at least 2 days before actual shoot for photography. **This policy does not apply to official Unit/Center/Office events and activities confined within their units.**

Requests must include:

- a. Name, address and contact information of the individual/organization making the request
- b. Name and contact information of the person who will be responsible for the proposed film or video shoot while inside the Miriam College campus.
- c. A copy of the final script or synopsis and/or story board of the production.
- d. Shooting schedule details – specific plan for the production, including dates, times, locations, number of crew, size and number of vehicles, parking needs, security needs, power needs, meal needs and facilities needs, including holding rooms and restroom access.

For additional information, contact Marketing and Communications Office at 930-MCQC extension 1186.

1) CONTACT INFORMATION

Name of Employee/Student/Group/Organization: _____

Address/Department/Section: _____

Contact Number/s _____ Faculty-in-Charge: _____

2) PHOTOGRAPHY AND FILMING INFORMATION

Purpose for photography/filming:

- | | |
|---|---|
| <input type="checkbox"/> Published feature on school | <input type="checkbox"/> TV feature on school |
| <input type="checkbox"/> Venue only – class/org project | <input type="checkbox"/> Others: _____ |

Other information:

Class/Publication/Event for which the pictures/video are being taken: _____

Date and Time: _____

Shoot Location/s: _____

Other needs: _____

Note: To reserve the venue, schedule, and/or other requirements, please coordinate with the unit AO or ASD.

3) OWNING UNIT/CENTER/OFFICE APPROVAL

Unit AO/ASD _____ Date _____

Principal/Dean/Department Chair _____ Date _____

4) MARKETING AND COMMUNICATIONS OFFICE ENDORSEMENT

Endorsed:

Name and Signature: _____ Date: _____

5) CONFORME BY REQUESTING PARTY

I agree to abide by the rules and regulations outlined on the reverse page.

Name (Print) and Signature

Designation

Address

Phone

Guidelines for Filming/Photography Requests by Internal Groups:

1. **Approval Procedure.** The decision to authorize filming on campus will be made by the Marketing and Communications Office in consultation with the academic/center/office head(s) directly affected by such productions or under whose jurisdiction the space being requested falls under. Once approval is secured, a Permit to Film/Photograph on Campus Form shall be issued by the Marketing and Communications Office to the requesting group. Thereafter, the requesting group shall coordinate with the unit Administrative Officer insofar as security, janitorial and other related needs, if applicable.

The Marketing and Communications Office, Academic units/Centers and Offices have the right to refuse any request for filming/photography.

2. **Request Guidelines.**
 - Projects must be bona fide student, unit, department, institutional or alumni class productions
 - The filming/photography will not result in the disruption of normal school activities
 - The Usage Reimbursement Fee is waived for student, institutional and non-commercial alumni productions
 - Students/employees/alumni must carry identification with them at all times while filming
3. **Cancellation and Rescheduling.** The school reserves the right to cancel approval for filming where actual filming activities create disturbance to students and staff or actions by the requesting party are inconsistent with the terms of this signed conformer. Any on-going taping, filming or other production can be suspended without notice in the event of an emergency (e.g. fire, bomb threat, disturbance) at or near the production location. Such determination would be made by the Administrative Officer of the Unit and/or Administrative Services Division.

Written notice is required for any changes or cancellations originating from the requesting party. Rescheduling of dates and times will be considered based on availability of the requested locations and services.

4. **School Indemnity.** Internal groups filming at Miriam College must agree to fully indemnify and hold harmless the school (including its administrators, employees, students and contracted personnel) from any liability or loss which the school may suffer or incur by reason of any injury to any person or damage to any property caused by the requesting group or any of its employees, officers, agents, contractors or equipment, or any persons introduced to the premises by reason of such filming, or in any way attributable to the filming activity.
5. **Construction and the Alteration of Buildings.** No major set construction or alteration of buildings will be permitted. Temporary set construction and alterations to buildings, if any, must first be approved by the Marketing and Communications Office in conjunction with the affected Unit/Center/Office and Administrative Services Division. Any such requests must be made in writing and include applicable drawings.
6. **Use of School Personnel.** Filming of other students/teachers/employees/alumni will not be allowed without the knowledge and consent of the parties involved.

Under certain circumstances, the requesting party may be required to secure contracted personnel (security, maintenance and janitorial staff, etc.) of the school. If utilized, the requesting party shall pay for the services of these contracted personnel at the rates set by the school.

7. **School Identifiers and Credits.** Internal groups photographing or filming on campus agree not to use any Miriam College logos, signage or other identifying marks, including promotion and credits unless specific permission is granted in writing by the Marketing and Communications Office.
8. **Other Conditions.** The school may request for a copy of the film material for its evaluation, teaching and/or promotional purposes. Filming/Photography inside classrooms, laboratories and libraries will be allowed at the discretion of the unit affected. Groups wishing to film a classroom or lab where a class is on-going must have the permission of the instructor/administrative head involved, allowing enough time for the instructor/administrative head to notify students about the media request. Coverage of sports events will be approved and coordinated by the Miriam College Athletics Moderator.