



Marketing and Communications Office (MCO)

Permit to Film/Photograph on Campus (External)

All requests for filming/photography on campus by external groups should be made in writing and submitted to the Marketing and Communications Office for screening, evaluation and handling at least 5 working days before actual shoot for film, and at least 2 days before actual shoot for photography.

Requests must include:

- 1) Name, address and contact information of the individual/company making the request
- 2) Name and contact information of the person who will be responsible for the proposed film or video shoot while inside the Miriam College campus.
- 3) A copy of the final script or synopsis and/or story board of the production.
- 4) The name/brand and company/manufacturer of the product(s) for which the advertisement is being produced.
- 5) 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 MCO at 930-MCQC extension 1186.

1) CONTACT INFORMATION

Name of Company/Group: _____

Address: _____

Contact Person: _____ Contact Number/s: _____

2) REQUEST DETAILS

Type of Medium/Media: Photo Video Others: _____

Purpose:

Print or TV feature on school. Name of program/publication: _____

Venue only - commercial advertisement. Name of brand: _____

Venue only - educational and public interest program. Name of program: _____

Interview with student, faculty, administrator. Name of person: _____

Ocular Inspection Documentary Others: _____

Topic: _____

Date and time of airing/release: _____ Name of reporter/writer: _____

Shoot Location/s: _____

Date/s of shoot: _____ Time: _____

3) OWNING UNIT/CENTER/OFFICE APPROVAL

Unit AS/AO/ASD _____ Date _____

Principal/Dean/Department Chair _____ Date _____

4) MARKETING AND COMMUNICATIONS OFFICE ENDORSEMENT

Endorsed to _____ Date _____

Comments _____

5) CONFORME BY REQUESTING PARTY

I agree to abide by the rules and regulations outlined on the next page:

Name (Print) and Signature

Title and Name of Company

Guidelines for Filming/Photography Requests by External 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) 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 production company. Thereafter, the production company shall coordinate with the Administrative Services Division Office insofar as fees, security, janitorial and other related needs. The Marketing and Communications Office, Academic units/Centers and Offices have the right to refuse any request for filming /photography.
2. **Request Guidelines.** It is preferred that commercial filming activities are done on no-class days of the affected unit/s. Large-scale, long-term commercial filming requests will not be considered or approved until further notice.
3. **Fees and Other Charges.** User reimbursement fees will be determined by the Administrative Services Division depending on the size and scope of the production. The User Reimbursement Fee is **exclusive** of the payment of security personnel, maintenance personnel, grounds keeping, repairs, meals and other applicable expenses. All arrangements, including the payment of the fees and submission of signed conformes must be completed in CASH two days prior to the commencement of filming.

Production agencies filming on campus which need auxiliary sources of power must use silenced generators and suspend or cover all cables at their own expense.
4. **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 production company inconsistent with the terms of this signed conforme. 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 Services Division.

Written notice is required for any changes or cancellations originating from the production company. Rescheduling of dates and times will be considered based on availability of the requested locations and services. Any costs incurred by the school at the point of cancellation will be billed to the production company.
5. **School Indemnity.** Production agencies 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 Producer 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.
6. **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.

Any damage to school property caused by the activities of the production company shall be paid for by the production company upon presentation of a detailed invoice from the school.
7. **Use of School Personnel.** No students or employees of the school shall be utilized in such productions unless written consent from each individual is obtained before the start of production.

Under certain circumstances, the Producer may be required to secure contracted personnel (security, maintenance and janitorial staff, etc.) of the school. If utilized, the Producer shall pay for the services of these contracted personnel at the rates set by the school.
8. **School Identifiers and Credits.** Production companies or independent entities 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.
9. **Use Limitations of Footage Taken.** Stills and footages taken during the shoot requested shall be used only for the purpose as requested. Any re-use, review, retransmission, dissemination, distribution, reproduction is prohibited unless permission to do so is granted in writing by the Marketing and Communications Office. The MCO reserves the right to verify the information contained here from whatever sources it considers appropriate.
10. **Other Conditions.**
 - a. The school may request for a copy of the film material for its evaluation, teaching and/or promotional purposes.
 - b. Filming/Photography inside classrooms, laboratories and libraries will be allowed at the discretion of the unit affected. Media 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.
 - c. Coverage of sports events will be approved and coordinated by the Miriam College Athletics Moderator.