Policies Governing Campus Filming and Photography

I. PURPOSE
This policy is intended to clarify under what circumstances Filming and Photography on the Westminster College campus and its properties may be allowed, including what contracts and addendums are required and what fees will be assessed. This policy applies primarily to agencies and organizations external to the college and also to Westminster College faculty, staff, affiliates and students.

II. DEFINITIONS
The following terms shall be used in the context and for the purposes of this Policy only:

- **Campus Image**: a still or moving image of Westminster College property that can be readily identified by the public as Westminster College property by architecture, landmarks, signage, the presence of prominent individuals, the inclusion of logo or clothing, athletic uniforms, or by any other means.

- **Filming**: the capturing of moving images of Westminster College property by any means on any media now known or that may be invented in the future, including, but not limited to, film, videotape, digital disk or any electronic transmission to another medium or to the Internet.

- **Photography**: the capturing of still images onto any compatible medium, or posting to the Internet, by any means or devices now known or that may be invented in the future including, but not limited to, film cameras, digital cameras, electronic devices such as personal computer (PC), mobile phones, personal digital assistants (PDA), etc.

III. STATEMENT
Filming and Photography will not be permitted on any property owned, controlled or leased by the College unless the College has authorized these Activities in accordance with this policy. In all instances, these Activities cannot interfere with the academic or business functions of the College or with previously scheduled events of the College and does not pose a security or safety risk. Further, the use or re-use of the Filming or Photography output must not be inconsistent with the interests or violate the policies of the College. The Vice President of Finance and Administration, in consultation with the Auxiliary/Event Services Director and the Director of Communications, will grant permission for filming and photography on the College campus. The Vice President of Finance and Administration shall determine fees for filming and photography on the College campus and the Auxiliary/Event Services Director shall administer these fees. Additional fees for College services such as police, maintenance, grounds restoration, traffic control, parking and any other College services rendered shall also be charged to the user.
A . External Use Filming and Photography

For purposes of this policy, External Use shall include Filming or Photography on campus for commercial or non-commercial purposes and for which the College will not own the copyright to the work created. All External Use Filming and Photography requires completion of the College’s Film and Photography Location Agreement. No campus images may be used without prior authorization from the College Communications Office (see section III.E below). Examples of External Use Filming or Photography include:

- Theatrical release, broadcast or print media
- Industrial use (e.g. trade show or intra-company, intra-industry commercial use)
- Editorial use
- Public service announcements
- Non-Westminster College student filming
- Westminster College student, faculty or staff contracted filming for private purposes
- Documentary

1. Requests

All requests for External Use Filming or Photography shall be referred to the Conference and Events Director and must be received a minimum of ten (10) business days prior to the first proposed filming date (or preparation for filming, should it be required). Information required to process the request includes, but is not limited to, project name/description; specific dates and intended locations of Filming/Photography; production company name and names of responsible representatives; intended distribution outlets for the project, campus service requirements, such as parking and police assistance. Refer to the College Filming and Photography Location Agreement form for more information.

In order for the Filming/Photography request to be approved, the Film and Photography Location Agreement must be completed and signed by both parties, and the College Director of Communications must have reviewed and approved the Filming or Photography project not less than seven (7) calendar days prior to the commencement of filming.

2. Fees

All External Use Filming or Photography activity will be charged a location fee that relates to the length of time of the project, applicable facilities rental fees, and applicable service fees for supervision and support (Maintenance, Grounds, Parking, Police) requested or ascertained as necessary by the Auxiliary/Event Services Director.

Certain External Use Filming or Photography, such as public service announcements, may be granted a waiver of the location fee. Requests for a waiver of the location fee for External Use Filming or Photography, or other non-college related Filming or Photography, shall be directed to the Auxiliary/Event Services Director for consideration by the Vice President of Finance and
Administration. In the event that a waiver of the location fee is granted, applicable facilities rental fees and/or service fees may still apply at the College’s discretion.

3. Insurance

All External Use Filming and Photography must provide evidence of insurance limits satisfactory to the College and which will designate the College as an additional insured for purposes of any and all liability that may arise from the use of College property for the designated Filming and Photography project.

B. Internal Use Filming or Photography

For purposes of this policy, Internal Use shall include all Filming and/or Photography on campus which is not incidental (see section III.D below) for non-commercial use by a Westminster College person or entity, or contracted for by a Westminster College department or unit and for which Westminster College exercises artistic, creative control. Examples of Internal Use include:

- Broadcast or print media primarily for Westminster College use
- Westminster College student filming
- Westminster College academic or departmental broadcast, Webcast (e.g. Intercollegiate Athletics)

Departments or units that engage the services of non-college staff (e.g., a commercial photographer or film company) for any Internal Use Filming or photography must ensure that the terms governing the use or re-use of any Campus Images are clearly spelled out in the agreement with each contractor (see section III.E below). Departments must obtain a “work made for hire” copyright agreement pursuant to U.S. copyright law which vests in the College all ownership rights and interest in the work created.

1. Requests

All requests for Internal Use Filming and Photography shall be directed to the Auxiliary/Event Services Director. For Filming and Photography requiring only College exterior locations, requests must be received a minimum of four (4) business days in advance in order to ensure the absence of potential conflict with other campus events and to obtain clearance from the College Director of Communications (see section III.E below). For Filming and Photography requiring College facility interior locations, requests must be received a minimum of seven (7) calendar days in advance in order to ensure absence of potential conflict with other campus events or academic activity, to obtain clearance from the College Director of Communications, and for the facility use to be confirmed by the Campus Scheduling Director. Information required to process the request includes, but is not limited to, project name/description; specific dates and locations of Filming/Photography; names of responsible representatives; campus service requirements, such as a location manager from the Events Office.

2. Fees

Internal Use Filming and Photography are not subject to location or facility use fees but may be responsible for service fees such as police, parking, maintenance or grounds restoration or custodial services. The need for such service fees shall be evaluated on a case-by-case basis by the Auxiliary/Event Services Director for the Filming or Photography activity proposed.
C. News Reporting

For purposes of this Policy, News Reporting is live Filming or Photography and transmission (with or without audio recording) as “active” or “breaking” news, by a qualified news reporting service. All requests for News Reporting shall be referred to the Director of Communications. News organizations must receive verbal permission from the Director of Communications before News Reporting can commence. Printed Facility Use Agreement/Confirmation forms are not required unless special circumstances apply, in which case the decision to require such a form will be made on a case-by-case basis by the Director of Communications and the Conference and Events Services Director.

No location or facility use fees will be charged for News Reporting of Westminster College events or activities and no campus Film Location Manager will be required for television news photographers. In most cases, a representative of the Office of Communications will accompany television film crews. Any disputes involving News Reporting should be referred to the Director of the Office of Communications for resolution.

D. Incidental, Non-commercial Filming or Photography

No Facility Use Agreement/Confirmation form or fees are required for the incidental Filming or Photography by Westminster College faculty or staff creating work to be used for non-commercial, educational or administrative purposes provided such incidental Filming or Photography can be accomplished unobtrusively without interrupting campus programs, classes or activities and will not require any campus services (Location Manager, traffic control, etc.).

In addition, no forms or fees are required for the incidental, unobtrusive, non-commercial Filming and Photography by visitors or tourists to campus. Any such Filming or Photography may not be used for commercial purposes at any time without the express written permission of the Office of Communications.

E. Westminster College Identification and Appropriate Use of Campus Images

No identification of Westminster College as the location of External Use Filming or Photography will be permitted, except that which has been approved in advance by the Director of Communications. The Auxiliary/Event Services Director will refer questions of the suitability of proposals or requests that propose the identification of Westminster College campus images, to the Director of the Office of Communications and/or to the Vice President of Finance and Administration and/or to the Provost as may be deemed appropriate.

The request may be approved when the proposed identification is deemed to be in the College’s interest. Such requests for Westminster College identification should clearly specify how the identification will be made and in what subject matter context.

IV. Responsibilities

Westminster College staff and faculty are responsible for becoming familiar with the provisions of this policy and availing themselves of appropriate departmental and campus resources in all instances of Filming and Photography on campus. The Auxiliary/Event Services Office is ultimately responsible for reviewing all requests for Filming and Photography on campus, for issuing contracts and/or Facility Use Confirmations and for collecting related fees and for the enforcement of this policy.

In general, the following duties are applicable to processing requests for both External and Internal Use Filming and Photography, although the specific criteria used to determine whether a request will be approved for each type of use may vary.
The Auxiliary/Event Services Director will:

- Evaluate all proposals for Filming and Photography on campus, review potential logistics problems and if approved, determine the appropriate facility and services usage;

- Be responsible for obtaining the approval of the authority in direct charge of the facility requested prior to granting approval for use of the facility.

- Determine the need for assigning an on-site campus Film Location Manager for filming activities.

- Ensure that proposed Filming or Photography does not include campus images without proper authorization.

- Coordinate specific dates and times of the request so as not to conflict with scheduled campus events or Academic programming.

- Provide coordination with other campus entities and services as necessary when the request has been approved.

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