



FILMING ON CAMPUS: STUDENTS

As a registered film student at UBC or another *bona fide* film school, you are permitted to film on campus pursuant to the following guidelines. The normal campus location fee of \$2,500 /shoot day will be waived for *bona fide* students filming for a class project. Building rental fees, parking, security and technical labour, as required, may still apply.

PROCEDURES

Submit the completed the *Student Request for Filming form*. Include a copy of the script. If a script is not available (eg, photo shoot), please provide outline and/or concept to:

Arlene Chan, Events & Film Liaison
and

arlene.chan@ubc.ca

Patty Gallivan, Events & Film Coordinator

patty.gallivan@ubc.ca

If written approvals have been received from locations or there is any other pertinent information, include the communications with the submission.

If there are any questions or to discuss the filming proposal, locations and location contacts, contact Arlene Chan at 604.822.6555 or Patty Gallivan at 604.827.5552.

A minimum 48 hours' notice of cancellation must be provided. Failure to provide cancellation notice will result in a charge of \$50.00 + applicable taxes.

University procedures indicate that UBC will not sign any third party agreements, contracts, waivers, or release forms. If required, an authorization letter or permit will be provided.

GUIDELINES

Complete the Student Request for Filming attached to these guidelines. Attach script and any other pertinent information regarding the filming request.

Your student ID Card must be carried with you at all times while filming.

At least 50% of your crew must be fellow film students, and your project must be a *bona fide* student production with an assigned instructor.



Permission must also be obtained from the building occupants to ensure there is no conflict when filming exteriors.

Building Interiors

Permission must be obtained from the users of the building(s) that you wish to film in. Determine your locations in advance (7 - 10 business days) in order to ensure availability. Dates and times must be specified. Many buildings will require a user rental fee.

Building Restrictions

Buildings for which permission is not granted by the University for any exterior or interior filming are the:

Vancouver Hospital UBC Pavilions; Vancouver School of Theology; National Research Council of Canada; BC Research Inc.; TRIUMF, FP Innovations, Technical Enterprise Facilities (TEF), and any other buildings not managed by UBC.

You may contact these entities directly, but there must be no implied permission from the University that you have the right to film at those locations. Most of the above locations do not permit filming.

Also exempt from these guidelines are the University Endowment Lands east of Wesbrook Mall; and Pacific Spirit Regional Park. These areas are controlled by separate entities.

Roads and Walkways (Exteriors)

Vehicular and pedestrian traffic cannot be impeded or blocked at any time.

Permission must be obtained for the use of filming on exterior roadways where there is vehicular traffic. If permission is granted, you will be required to hire a UBC Flagger for the duration of the shoot (four hour minimum at \$60/hour/person). The number of Flaggers will be determined by the roads being impeded. Only Flaggers are permitted to stop and/or regulate traffic.

Stunts / Special Effects

Stunts and/or special effects may be denied while filming on the UBC campus depending on risk to the University. The instructor must be on site when conducting stunts and/or special effects. In some instances, professional stunt coordinators and/or special effects coordinators may be required to also be on set.



STUDENT REQUEST FOR FILMING ON THE UBC CAMPUS

Student Name: _____ Student #: _____

Phone #: _____ E-Mail: _____

Film School Name: _____

Instructor's Name: _____ Phone: _____

Title of Project: _____

of Cast/Crew: _____ # of Extras _____

Attach Complete script for approval. If script is not available (eg, photo shoots) an in-depth synopsis/concept or storyboard must be provided.

Location Information:

1. _____ Date & Start/End Times: _____

UBC Location Contact _____ Phone: _____

2. _____ Date & Start/End Times: _____

UBC Location Contact _____ Phone: _____

3. _____ Date & Start/End Time: _____

UBC Location Contact _____ Phone: _____

Additional details - equipment, location requirements, lighting requirements, stunts, special effects, access to buildings/rooms, etc.

For any approved stunt and/or special effect, the instructor must be on site. Provide name/contact of any professionals that will be on set for stunts and/or special effects.

Submit with complete script to:

1. Arlene Chan, Events & Film Liaison

arlene.chan@ubc.ca

2. Patty Gallivan, Events & Film Coordinator

patty.gallivan@ubc.ca
