



STUDENT FILMING ON CAMPUS

Student filming requests must be received a minimum of **15 business days** in advance of prep.

As a registered film student at UBC or another *bona fide* film school, filming may be permitted to film on campus pursuant to the following guidelines. The standard film permit fee and damage deposit will be waived for *bona fide* students filming for a class project. Insurance will fall under the educational institution.

Students requesting to film for personal purposes will fall under the general filming procedures. costs and requirements.

Building rental fees, parking, security and technical labour, as required, may still apply.

PROCEDURES

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

Louise Rutter, Film & Events Coordinator louise.rutter@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 and/or locations, please contact Louise at 604.822.1183.

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 will be provided.

GUIDELINES

Once approved, the student filmmaker will be required to follow all UBC student filming guidelines and procedures, and enter into a film permit provided by the Film & Events Office.

The student filmmaker must carry their student ID Card with them at all times while filming.

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



Building Interiors

Determine the locations in advance to provide the required minimum 15 business days advance notice for the Film & Events Office to manage the student film request. Dates and times must be specified. The Film & Events Office will obtain permission from building users for filming interiors and exterior filming immediately outside a building. Many buildings will require a user rental fee for use of interiors.

Building Restrictions

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

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 building(s) not managed by UBC.

The student filmmaker may contact these entities directly, but there must be no implied permission that approval has been received from UBC to film at the 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.

Building Exteriors, Roads and Walkways

Exterior filming may be permitted if access to buildings are not impeded in any manner, and there are no disruptions to the regular business of campus.

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, a Security Officer (or Officers) will be required to be on set for the duration of the shoot (four-hour minimum from \$75-100/hour). Only licensed individuals 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 ID #: _____

Phone #: _____ E-Mail: _____

Film School Name: _____

Film Class: _____

Instructor's Name: _____ Phone: _____

Title of Project: _____

of Cast/Crew: _____ # of Extras: _____

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

Proposed Location(s):

Location: _____ Date, start/end times: _____

Location: _____ Date, start/end times: _____

Location: _____ Date, start/end times: _____

Additional details – include as much information as possible such as location requirements, film production equipment, lighting, stunts, special effects, access to buildings/rooms, etc. **The instructor or certified stunt or SFX professional must be on site for stunt and/or special effects to be approved. Provide name/contact of any professionals that will be on set for stunts and/or special effects.**

Submit with completed script to:
Louise Rutter, Film & Events Coordinator

louise.rutter@ubc.ca