FIRST NATIONS UNIVERSITY OF CANADA
Policy and Procedure Statement

Communications Policy

POLICY NUMBER: (TBD)

NAME: Campus Filming Policy

PURPOSE

To provide a comprehensive film liaison policy and service so that space and facilities at the FNUniv campus, tenant property and/or facilities can be used by external/internal film production organizations as film locations with minimal disruption and cost to FNUniv.

APPLICATION FOR APPROVAL TO FILM ON CAMPUS

1. FNUniv, at its sole discretion, will decide whether to approve an application to film on campus. All agencies intending to use FNUniv as a location for commercial or non-commercial filming/videotaping must first apply to the Communications. The decision to authorize filming on campus will be made by Communications and will be based solely on the department's responsibility to preserve the institutional reputation, public image, and integrity of FNUniv.
2. To facilitate a decision, the contents of the full film script or synopsis (at the discretion of Communications) must, under normal circumstances, be made known to Communications fourteen (14) days prior to the first date of shooting. If FNUniv representatives determine that the script content is not detrimental to the best interests of the institution they will approve the request to film/videotape on University property.
3. Once approval is granted, all requests to use University buildings, grounds and/or facilities for the purposes of commercial filming will be co-ordinated through the Director of Plant, Property and Maintenance (PPM). Film production crews and all representatives must work through the Director of PPM to ensure that arrangements are satisfactorily made on the University's behalf.

Location Release

All film production companies must sign the FNUniv Location Contract issued by PPM. Representatives of FNUniv will not sign any filming agreement or location releases other than the FNUniv Location Contract.

Fees and Other Charges

Once PPM has confirmed it can satisfy a request, an application fee (payable to FNUniv) will be collected by PPM to proceed with co-ordination. The University may also charge fees either on a per diem or lump sum basis for the use of the University's premises. Additional fees may be charged based on a production company's needs and the complexity of the film shoot. Additional services/personnel supplied by FNUniv will be outlined in detail (including costs) in the FNUniv Location Contract.

Cancellation and Rescheduling

Written notice is required for any changes or cancellations. Scheduling of dates and times will be considered based on availability of the requested locations and services. Any costs incurred by the University at the point of cancellation will be billed. Rescheduling of dates will then be considered based on availability of the requested locations.

GENERAL POLICY

Filming on Campus

Filming must not, within reason, disrupt the normal operations and activities of the University and must not, except in extraordinary circumstances (and only upon prior written confirmation by the University), result in a cost to the University.

For use of interior locations, PPM will secure approval from the Department Heads responsible for the department/unit occupying the space requested. Filming in classrooms/labs with current University students is at the discretion of the professor/instructor and the students in his/her class. Academic and administrative units have the right to refuse any request for filming if they determine that filming in their area constitutes undue disruption.

Indemnity and Proof of Insurance

Production agencies filming at FNUniv must agree to fully indemnify and hold harmless the University (including the FNUniv's Board of Governors, employees, officers, servants and agents) from and in respect of any liability or loss which the University 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, servants, 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. Evidence must be provided of liability insurance coverage in the amount of at least $5 million showing FNUniv as an additional Named Insured.

Construction and the Alteration of Buildings

No major set construction or alteration of buildings will be permitted. Any set decoration must be clearly specified in writing and presented to the Director of PPM prior to filming. All areas occupied in connection with the filming must be returned to their normal, original condition.

Temporary set construction and alterations to buildings must first be approved by the Director of PPM. Any such requests must be made in writing and include applicable drawings. Upon completion of filming, all sites must be returned to their previous condition at the expense of the film production company.

Use of University Personnel

Under certain circumstances, the Producer may be required to secure University personnel (security, custodial staff, etc.) governed by one or more of the University's collective agreements. If utilized, with approval of the Supervising Director, the Producer shall pay University staff at the rates outlined in the collective agreements.

Identifying the University

For productions that do not involve University events and activities, every effort should be made to maintain the anonymity of the University.

Film Credits

FNUniv reserves the right to either refuse or require film credits.

Exceptions

This policy does not apply to daily news and public affairs coverage of University events, activities and personalities by television, film or sound recording. Daily news media and public affairs coverage is encouraged and assisted by Communications. However, media wishing to film inside the library, a classroom or lab must have the permission (with the assistance of Communications staff) of the instructor/Department head involved, allowing enough time for the instructor/Department head to notify students about the media request.

When news and public affairs coverage includes complex documentary filming, the University's policy for commercial filming will apply, including fees and assistance as described in this policy.

Filming on Campus by Students

Students registered at FNUniv are permitted to film on campus pursuant to the following guidelines:

•projects must be bona fide student productions approved by an assigned instructor;

•access to University space must be booked through PPM;

•the application fee is waived for student productions;

•students will be billed for any costs incurred by the University;

•students must carry student identification with them at all times while filming.

Approved by:	Prepared by:	Date issued:	Supercedes/NEW:	Page 1 of 1
Executive Team	A/Director of Communications	September 26, 2011	New	