

## GUIDELINES FOR MOTION PICTURE/VIDEO/FILM or PHOTOGRAPHY of the UCLA CAMPUS

Welcome to UCLA! Thank you for your interest in the UCLA campus as a possible filming location. These guidelines have been developed to simplify the process of obtaining the UCLA Photography, Motion Picture, Video and Television Permit and the Film Location Agreement.

Please note that all such activities on the campus require the approvals outlined below before such activities may begin.

Because of increased University programming, academic activities and construction, dates and locations available for filming may be restricted.

For convenience, the word “filming” as used in these guidelines shall include Motion Pictures, Filming, Videotaping, Still Photography and Digital Imaging.

The UCLA Events Office is responsible for all arrangements pertaining to filming on the UCLA campus, including processing the film permit and supervising the film shoot. The UCLA Events Office screens and processes all requests to film on campus and coordinates with all campus units on your behalf. **News media covering an active or breaking news story does not require a permit; the Office of Media Relations (310-825-2585) must coordinate all news media shoot requests.**

### PERMIT REQUIREMENTS

Filming on campus is permitted only if it does not interfere with normal University business and/or previously scheduled events. **A UCLA PHOTOGRAPHY, MOTION PICTURE, VIDEO AND TELEVISION PERMIT is required to film on campus.** The Permit can be approved only when all following requirements have been met:

1. Specific date(s) and location(s) are confirmed and approved by Events Office.
2. Script or storyboard is approved by UCLA.
3. University personnel, if required, are available.
4. UCLA Parking Services approve parking plan for both Production vehicles and private cars.
5. Certificate of Insurance (see INSURANCE below) is received by Events Office no less than two (2) business days prior to filming.
6. Full payment of all fees, and other estimated charges, are received by Events Office no less than two (2) business days prior to filming.
7. All security and damage deposits, if required, are received by Events Office no less than two (2) business days prior to filming.
8. The APPLICATION for the UCLA PHOTOGRAPHY, MOTION PICTURE, VIDEO AND TELEVISION PERMIT (page 6 of this document) is completed and returned to Events Office four (4) days prior to filming.
9. A signed FILM LOCATION AGREEMENT.

## **DATES AND LOCATIONS**

During academic sessions, filming on campus is restricted to weekends or University holidays only, at the discretion of the University.

Prior to filming on campus, the representative of the production company must walk through desired location(s) with a representative of Events Office a minimum of ten (10) working days prior to desired date(s). While most areas of the UCLA campus may be used for filming, some areas are not allowed to be filmed, including:

- a. Full South façade of Royce Hall with roofline and towers.
- b. Full North façade of Powell Library with roofline.
- c. Full North façade of Kerckhoff Hall with roofline and spires.
- d. Bruin Bear.
- e. Health/Medical Center Buildings.
- f. Murphy Hall.
- g. Chancellor's Residence.
- h. Residential Halls and/or other housing facilities, including Residential Dining Halls

Use of these specific locations requires a detailed shooting schedule indicating all areas to be impacted by the shoot ("in frame" and behind the camera) and all measures the Production will take to ensure the integrity of the area as well as the minimization of impact to normal university business. The schedule must be submitted to Events Office for review and approval no less than **six (6) working days** prior to the proposed start of filming. Once the location is approved, the Production must follow the schedule as submitted. Changes to this schedule must be submitted, in writing, for approval by Events Office.

Use of any location can only be approved with the consent of the venue holder and consideration of the surrounding areas and activities. Scheduled university events, regardless of size, take precedence over film shoots in determining location availability.

**NOTE: PERMISSION FOR SITE SURVEYS, LOCATION AND TECHNICAL SCOUTS DOES NOT CONSTITUTE COMMITMENT BY THE UNIVERSITY FOR THE USE OF ITS FACILITIES AS A LOCATION.**

## **SCRIPT REVIEW**

A copy of the final script or storyboard must be submitted to Events Office for review. The review process takes 7 to 10 working days and therefore should be submitted as early as possible before the shoot date. Any changes or revisions in the script following submission must be brought to the attention of the UCLA Location Liaison. Substantive changes in the script may cause the University to withdraw permission for use of its locations.

A permit CANNOT be issued if no script or storyboard is available or if the request is for STOCK FOOTAGE.

## **IDENTIFICATION of the UNIVERSITY**

Any use of the NAMES, MARKS, LOGOS or TRADEMARKS of the University of California, the UCLA campus or any abbreviations thereof is governed by UC Regents policy, California, and Federal law. Request for use of NAMES, MARKS, LOGOS or TRADEMARKS must be submitted to the UCLA Events Office in advance.

## **UNIVERSITY PERSONNEL**

If the University or a specific venue requires its personnel to be present as a condition of use, personnel must be scheduled in advance of the film shoot. Personnel include, but are not limited to, Location Liaison/Event Manager, Fire Safety Officer, Custodial and/or Grounds Staff, University Police and Traffic Control.

## **POLICE/SECURITY PERSONNEL**

Unless requested by the film company, the Events Office will determine the presence of uniformed University police officers (UCPD). In some cases, traffic control officers may be necessary in addition to Police. The cost of such services shall be the responsibility of the film production.

## **FIRE SAFETY**

UCLA is subject to California State Fire Code. Fire Safety officers are provided by UCLA—no city FSO is required—and generators **MUST** be grounded to earth prior to hookup. Failure to do so is a violation of the UCLA Film Permit and grounds to revoke the film permit.

## **STAFF ASSISTANCE**

Events Office is the University’s liaison to the production company. An Event Manager will assist film company personnel with scouts, obtaining permission to film from various campus agents, contract negotiations and also assist the cast and crew on the day(s) of filming. Individual locations may require additional staff familiar with the specific location, e.g., librarians.

## **PARKING**

1. All parking on campus is by permit only. Arrangements for cast, crew and production vehicles must be made a minimum of 72 hours in advance of shoot.
2. Parking for trucks and trailers is extremely limited on campus. Transportation captains of large companies should visit the campus at least five (5) working days prior to the day(s) of filming to finalize special arrangements.
3. Parking fees are based on the number of parking spaces occupied by the company, staffing and labor.
4. All production vehicles must be in place and parked by 7:30 a.m. Monday–Friday.
5. Parking in “disabled” spaces is not permitted Monday–Friday and exceptions are made strictly on a case-by-case at all other times.

*NOTE:* Maximum vehicle height: 6’7” for all parking structures.

## **INSURANCE**

The University must receive a Certificate of Insurance and an Additionally Insured Endorsement, naming *The Regents of the University of California, Los Angeles* as additionally insured, for the day(s) of filming, load in and strike a minimum of two (2) business days prior to filming and/or load in. Coverage must be as follows:

US \$5 million	All feature/television productions
US \$2 million	All documentary productions
US \$1 million	All still photography productions

## **PAYMENTS AND DEPOSITS:**

1. Payment for all fees and services must be payable to The Regents of the University of California, Los Angeles and be received no later than two (2) business days prior to commencement of filming.
2. The UCLA Film Locations Manager will determine total cost for filming at UCLA. Cost will include all permit fees, location rentals, staffing and (University supplied) equipment or materials.
3. A non-refundable deposit will be required to hold a particular date or location. The deposit will be the amount equal to the sum of a one (1) day film permit and a one (1) day location rental.
4. If a company check is not available, a cashier’s or certified check will be required.

## FEES

The cost to shoot at UCLA is a combination of the UCLA film permit fee, event manager staffing costs, location venue rental fees, parking, police and any other facilities or other miscellaneous services needed for the shoot.

The PERMIT fee is based on a half-day/full day rate system. The time coverage by the permit begins when the first production vehicle arrives until the last one leaves on the day(s) of the shoot. The Half-Day is six (6) hours and the Full Day is twelve (12) hours. Any shoot over six hours will be considered a Full Day, and any shoot over twelve (12) hours will be charged additional fees based on hourly rates. Additional fees of \$500 to \$900 per day will be charged for dressing or striking a set on the day(s).

<b>Permit Fees:</b>	<b>Film / Television</b>	<b>Still Photo</b>	<b>Documentary</b>
Half-Day (6 hours or less)	\$3,382.50	\$1,375	\$1,650
Full Day (over 6 hours)	\$4,510	\$1,677.50	\$2,200
Overtime Rate (over 12 hours)	\$550 / hour	\$120 / hour	\$120 / hour

### **Sample location venue rental fees:**

Classrooms / Interiors: \$500–\$1,500

Campus Quad Exteriors: \$1,000–\$3,000

*For other location fees, please contact the UCLA Events Office.*

### **Sample Staffing and Parking Fees:**

Event Manager\*: \$70.00 / hour

Traffic Control: \$55.00 / hour; 4 hour min.

Parking: \$11.00 / space

Fire Safety Officer: \$48.00 / hour; 3 hour min.

Police: \$139.00 / hour; 4 hour min.

*\* Billed Event Manager hours will include scouts and preparation, shoot day and wrap.*

## CANCELLATION

Cancellation of an approved film permit must be received no less than two (2) business days prior to scheduled start of filming. **THE PERMITTEE IS RESPONSIBLE FOR ANY LABOR OR DIRECT UNIVERSITY COSTS ACCRUED AT THE TIME OF CANCELLATION. IF CANCELLATION OCCURS, THE PERMITTEE IS RESPONSIBLE FOR ALL VENUE RENTALS AND A MINIMUM OF ONE (1) DAY FILM PERMIT IN ADDITION TO ANY LABOR AND DIRECT COSTS.**

**During your filming at UCLA, we will expect adherence to the Filmmaker's Code of Professional Responsibility**

1. Production vehicles may not block driveways without the express permission of the University.
2. Meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within the designated meal area. All trash must be disposed of properly upon completion of meal.
3. Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the University.
4. All catering, crafts services, construction, strike and personal trash must be removed from the location or placed in trash cans and/or dumpsters provided by the University for disposal.
5. All signs must be approved prior to placement. Remove all signs posted to direct the company to the location.
6. Noise levels should be kept as low as possible. Amplified sound is not permitted without express permission of the University.
7. Cast and crew vehicles parked at the University must adhere to all legal requirements unless authorized by the film permit.
8. All members of the production company should wear clothing that conforms to good taste and common sense. Shoes and shirts must be worn at all times.
9. Cast and crew are to remain on or near the area that has been permitted. Do not trespass on to other areas (i.e., buildings/classrooms/offices/fields) without prior approval from the University.
10. Cast and crew shall not bring guests or pets to location unless expressly authorized in advance by the production company. Seeing-eye dogs are exempt.
11. Starting April 22, 2013, the entire UCLA campus has been designated tobacco-free. Thank you in advance for you and your crew's cooperation with this policy.
12. Cast and crew shall refrain from using lewd or offensive language within earshot of staff, students and guests of the University.
13. Appropriate behavior and respect shall be shown by all members of the production towards students, faculty, staff and guests of the University.
14. Offensive or objectionable behavior will not be tolerated. Individuals acting inappropriately shall be removed from University Properties.
15. The company must comply with provisions of the permit at all times.

Please distribute these Codes of Professionalism to your crew and staff for a more pleasant and efficient visit to UCLA.

**Application for the UCLA PHOTOGRAPHY, MOTION PICTURE, VIDEO AND TELEVISION PERMIT**

PROJECT \_\_\_\_\_

PRODUCTION COMPANY \_\_\_\_\_

Address \_\_\_\_\_

Tax ID # \_\_\_\_\_

Producer \_\_\_\_\_ Director \_\_\_\_\_

1st AD \_\_\_\_\_ Phone \_\_\_\_\_

UPM \_\_\_\_\_ Phone \_\_\_\_\_

Location Mgr. \_\_\_\_\_ Phone \_\_\_\_\_

Transpo. Coord. \_\_\_\_\_ Phone \_\_\_\_\_

**Type of Project:**

Feature film( )      Television Show( )      Television Commercial( )      Internet Video( )

Industrial Video( )      Print Ad.( )      PSA ( )

Date (s) requested:

Shoot date(s) \_\_\_\_\_ Prep/Strike date(s) \_\_\_\_\_

Hours requested \_\_\_\_\_

Locations requested \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FX, firearms/weapons, stunts or driving/traveling shots \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On Campus Parking Requirements:

# Cast & Crew: \_\_\_\_\_ # Extras: \_\_\_\_\_

**I have read and understand these guidelines and agree to the requirements set forth in this document. I understand that any substantive change in the above information will require resubmission of this application.**

\_\_\_\_\_  
Location Manager / UPM

\_\_\_\_\_  
Date