

TO: Student Film/Video/Still Photographers in the UCLA School of Theater, Film & Television, UCLA Extension, Office of Residential Life, and Student Media.

FR: Chansoth Hill, Director UCLA Events Office

RE: Guidelines to Student Film Shoots at UCLA

Thank you for your interest in the UCLA campus as a possible filming location. These guidelines have been developed to assist UCLA and UCLA Extension film students in obtaining a *UCLA Motion Picture, Video and Photography Permit*. You must obtain this permit if you plan to shoot on the UCLA campus.

The UCLA Events Office is the entity on campus delegated by UC Regents and the UCLA Chancellor with screening and processing of filming requests and, issuing all permits pertaining to filming on the campus. The Events Office may provide initial guidance with student film projects, but it is the students' sole responsibility to do the location investigation and to gather all required documentation.

LOCATIONS

Many areas of the UCLA campus may be used for filming, subject to availability and the facility manager and/or the occupant's willingness to host student film shoots. Student film shoots, locations and dates requested may not interfere with normal University business, scheduled University events, or prior filming commitments on the campus.

Filming is not permitted at some University landmarks and facilities, including:

- a) Royce Hall towers (entire south façade).
- b) Bruin Bear
- c) All Health/Medical Center Buildings

Because of the volume of traffic, the following locations are available strictly on a case-by-case basis:

- a) Any interior locations
- b) Residence Halls or other housing facilities
- c) Bruin Walk
- d) Royce Quad/Dickson Plaza

In addition, no filming, set construction, strike, or other activities shall take place during the hours of 12:00 midnight and 6:00 am, and some areas of campus have further time limitations that may be imposed. Please confirm all times with the Events Office Manager and facility manager.

FEES AND SERVICE CHARGES

All UCLA Extension film students filming for class credit are required to pay a \$65.00 film permit processing fee.

Any additional service charges involved with filming on campus must be paid by the permittee, where applicable. Some examples of charges which Student Film Shoots may incur include:

- 1) Venue requirements for staffing such as building security guards or on-site building staff supervision.
- 2) Facilities Division – special requests, cleaning or repairs (i.e. Custodian for weekend room openings, Groundskeepers for post-film-shoot cleaning, etc.).
- 3) UCLA Events Office hourly charges may be incurred if the student shoot requires the coordination services of an Event Manager (e.g. prep, order writing, coordination with campus departments, etc.). Some venues may also require student film shoots to have an Event Manager present at all times, the cost of which will be paid by the student film-maker.
- 4) Police, traffic control, security, and other charges may be incurred due to location, time of day, venue requirements, or external conditions (i.e. political climate, sensitivity or nature of production).
- 5) Fire Safety personnel may be required for some shoots, dependent on venue requirements, nature of production, equipment used, special effects, etc.
- 6) Parking of production vehicles, personal and company vehicles, incur charges from Parking Services. Special services such as parking restrictions, no parking zones, etc., may need to be implemented, incurring charges. UCLA and UCLA Extension film students are responsible for making their own parking arrangements with the UCLA Special Events Parking Office (Call: 310-825-1286).

This listing is to provide the Student Film Shoot with information about some of the services which may incur charges. It does not represent all possible situations and circumstances, nor does it list all possible charges by departments, vendors or service agencies on or off campus. Charges will be dependent on a number of factors, including but not limited to: venue, day, time, shoot requirements, preparation and planning required by the Student Shoot, restoration of venue or facility to move-in condition; and/or degree of involvement of Location Manager.

SPECIAL EFFECTS & PROP WEAPONS

The use of special effects, including prop fire arms or weapons, is highly regulated on campus. Requests for effects or weapons must be approved in advance by the Campus Fire Marshal or University Police and involves a separate application and permit process. Please inform the Events Office at least 3 weeks in advance if you wish to use any kind of special effects or prop weapon.

INSURANCE

UCLA Extension film students must provide evidence of liability insurance coverage for themselves and/or their film production which names the Regents of the University of California as additionally insured, in addition to the insurance's endorsement letter. The minimum amount of liability coverage is \$2,000,000 aggregate and \$1,000,000 each occurrence. Extension students are responsible for securing this insurance in advance from an off campus insurance vendor. All other UCLA film students should be covered by the University general liability insurance policy if the film/video is part of an academic requirement and the students provide the signed film warrant.

WARRANT

The Events Office requires the film student to submit a warrant signed by both the student responsible for the shoot, and by the professor, T.A. or staff member. A UCLA Extension student may submit a signed letter from their Extension program representative verifying that they are currently enrolled status in an extension film class instead of the film warrant.

PERMIT GUIDELINES

Students in the School of Theater, Film & Television (TFT) and in the UCLA Extension (UNEX) Film & Television and Screenwriting Programs, must present the following items to UCLA Events Office (EO) in order to obtain the *UCLA Motion Picture, Video and Photography Permit*:

- 1) A copy of your Bruin Card (as ID / Reg. card).
- 2) Proof of Liability Insurance (Copy of Certificate of Insurance if deemed required by EO)
- 3) Signed Warrant Form by TFT Professor or Administrative Staff member or, signed student enrollment verification letter from the University Extension program representative or Advisor.
- 4) A synopsis of film-shoot project content (located on Warrant) and script or story-board for approval by EO where applicable.

- 5) A Location Confirmation sheet, signed off by the facility manager for *each* location requested to be used during the shoot.
- 6) A complete listing of expected production equipment (including vehicles, lights, cameras, extras, special effects, etc.) that will be used during the shoot.
- 7) UCLA Extension students only: Payment of the \$65.00 film-permit processing fee. This transaction can be made by check – written out to *UC Regents* – or by credit card.
Please note: there is a 2.5% service fee for credit card payments

Once all items have been presented to Events Office, an assigned Event/Location Manager will verify the validity of all documents and submit a film brief to the Events Office Director for permit approval. Following approval, the filming permit will be issued. Once paper work has been submitted, please allow a minimum of five business days for permit processing.

HOW TO CONTACT US

The UCLA Events Office is located in Kerckhoff Hall, Room 168
Phone: 310-825-8989. Fax: 310-825-1179.