

# Campus Filming and Photography Policy

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## Policy Statement

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This document is intended to clarify the policies and procedures governing filming and photography on the American University in Cairo (AUC) campuses and properties, including what contracts and approvals are required, and when fees will be assessed.

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## Reason for Policy/Purpose

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This policy governs internal use by faculty, staff and students, as well as requests from external organizations.

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## Contacts

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Office of Facilities and Operations

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## Definitions

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<b>Campus Image:</b>	A still or moving image of AUC property that can be readily identified by the public as AUC property by architecture, landmarks, signage, the presence of prominent individuals, the inclusion of the nameplate/logo or by any other means.
<b>Filming:</b>	The capturing of moving images of AUC property by any means on any media, including, but not limited to, film, videotape, digital disk or any electronic transmission to another medium or to the Internet.
<b>Photography:</b>	The capturing of still images onto any compatible medium, or posting to the Internet, by any means or devices, including, but not limited to, film cameras, digital cameras, electronic devices such as personal computers, mobile phones, personal digital assistants.

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## Policy/Procedures

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Filming and photography will not be permitted on any property owned, controlled or leased by the University unless the University has authorized these activities in accordance with this policy. In all instances, these activities cannot interfere with the academic or business functions of the University and with previously scheduled events. In addition, such activities must not

pose a security or safety risk. Furthermore, the use or re-use of the filming or photography output must not violate any other policies of the University.

### **A. Filming or Photography for Internal Use**

For purposes of this policy, internal use shall include all filming or photography on campus for non-commercial use by an AUC person or entity, or contracted for by an AUC department or office for AUC promotional purposes. Departments or offices that engage the services of non-University staff (e.g., a commercial photographer or film company) for any internal use filming or photography must ensure that the terms governing the use or re-use of any Campus Images are clearly spelled out in the agreement with the contractor.

#### *Requests*

All requests for internal use filming and photography shall be directed to the Office of Facilities and Operations in order to ensure the absence of potential conflict with other campus events. The Office of Facilities and Operation is responsible with consulting with the Office of Advancement and Communications on issues related to the content of the filming and photography, to ensure consistency with the University's brand, image and institutional values. Information required to process the request includes project name/description; specific dates and locations of filming or photography; names of responsible representatives; and campus service requirements.

#### *Fees*

Internal use filming and photography are not subject to location or facility use fees, but may be responsible for support service fees such as public safety, parking, maintenance or grounds restoration or custodial services. The need for such service fees shall be evaluated on a case-by case basis by the individual offices providing such services and communicated to the Office of Facilities and Operations, for the filming or photography activity proposed.

### **B. Incidental, Non-commercial Filming or Photography**

No facility use agreement/confirmation form or fees are required for the incidental filming or photography by AUC students, faculty or staff creating work to be used for non-commercial, educational or administrative purposes provided such incidental filming or photography can be accomplished unobtrusively without interrupting campus programs, classes or activities and will not require any campus services.

In addition, no forms or fees are required for the incidental, unobtrusive, non-commercial filming and photography by visitors or tourists to campus. Any such filming or photography may not be used for commercial purposes at any time without the express written permission of the University.

### **C. News Reporting**

For purposes of this policy, news reporting is live filming or photography and transmission (with or without audio recording) as "active" or "breaking" news, by a qualified news reporting

service. All requests for news reporting shall be referred to the Office of Advancement and Communications. No location or facility use fees will be charged for news reporting of AUC events or activities. In most cases, a representative from the Office of Advancement and Communications will accompany television film crews.

#### **D. Filming and Photography for External Use**

External use includes filming or photography on campus for commercial or non-commercial purposes and for which the University will not own the copyright to the work created.

Filming on campus is permitted only if it does not interfere with the education/research mission, normal University business and previously scheduled events. All requests for external use filming or photography should be referred to the Office of Facilities and Operations, and must be received a minimum of 10 business days prior to the first proposed filming date (or the start of the preparation for filming, should it be required). A signed contract and permit will be required to film on campus.

The Office of Facilities and Operations, in consultation with and pending approval from the Office of Advancement and Communications, will grant initial permission for filming and photography, and final approval will be obtained from the executive vice president of administration and finance.

##### **1. Permit Requirements**

- a) Specific dates and locations have been confirmed with and approved by Office of Facilities and Operations and relevant departments and offices.
- b) The script or storyboard has been approved by the Office of Advancement and Communications.
- c) University personnel, as required, are available.
- d) The Office of Security has approved a parking plan for both production vehicles and private cars in use by production personnel.
- e) Full payment of all fees and other estimated charges has been received by the Office of Office of Facilities and Operations not less than seven business days prior to filming.
- f) All security and damage deposits, if required, are received by the Office of Facilities and Operations not less than three business days prior to filming.
- g) The completed application form for the Filming and Photography Permit has been returned with all approvals to the Office of Facilities and Operations..
- h) Contracts have been negotiated with and signed by the Office of Facilities and Operations, in coordination with Office of Legal Affairs and other appropriate offices as required.

##### **2. Fees**

All external use filming or photography will be charged a location fee that relates to the length of time of the project, applicable facilities rental fees, and applicable service fees for supervision and support (such as maintenance, parking and public safety) requested or ascertained as necessary by the Office of Facilities and Operations.

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**Related Information**

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**Appendices** (*optional*)

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**History/Revision Dates**

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