

THE UNIVERSITY OF MICHIGAN
ANN ARBOR 48109-1340

GUIDELINES FOR ON-CAMPUS COMMERCIAL FILMING, VIDEOTAPING AND PHOTOGRAPHY

Thank you for your interest in the University of Michigan as a possible location for your production. The University is pleased to cooperate with filmmakers and video producers, especially for educational or documentary projects. We want to make this an effective, positive experience for you and our University/community.

Since the University of Michigan's primary activities are teaching and research, the production cannot disrupt day-to-day activities on our campus. The purpose of the following guidelines is to minimize campus disruption and simplify the process of planning and executing your production on our campus.

The University of Michigan reserves the right of review and denial for photographs, film or video of campus scenes taken for commercial purposes or the filming of athletic events and theatre events.

APPROVAL PROCESS – STEP 1: The University of Michigan has the right to deny use of facilities in cases where it considers the overall content of the project to be in conflict with the goals and ideals of the University. The Office of the Vice President for Communications must approve all proposed projects before permission is granted to film. You may contact this office by calling (734) 763-5800 or by faxing (734) 936-0775.

APPROVAL PROCESS – STEP 2: The Office of the Associate Vice President for Facilities & Operations oversees all commercial productions on all areas of campus. At least thirty days prior to shooting, this office must receive the following information in writing by contacting the Office of the Associate Vice President for Facilities & Operations, 3040 Fleming Building, Campus box 1340, Ann Arbor Michigan 48109-1340.

DOCUMENTS REQUIRED:

Send the following documents to the University with application:

- Script
- The University's On-Campus Commercial Filming, Videotaping, and Photography Request Form (below)
- Liability Insurance Certificate (described below)

U of M on Campus Filming, Videotaping, and Photography Request Form

The information below must be completed in full:

OVERVIEW:

Date Form is submitted:		Date Filming begins:	
Requestor Name:		Email:	
Phone #:		Cell #:	

Company:		Type of company:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Street Address:		City and Zip Code:	
Company Phone #:		Company Fax #:	
Authorized Company Representative/Primary Contact:		Email:	
Phone #:		Cell #:	

PRODUCTION TYPE:

<input type="checkbox"/>	Charity video	<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Corporate video
<input type="checkbox"/>	Documentary	<input type="checkbox"/>	Educational video	<input type="checkbox"/>	Feature Film
<input type="checkbox"/>	Mini-series	<input type="checkbox"/>	Short Film	<input type="checkbox"/>	Still photography
<input type="checkbox"/>	Tourism video	<input type="checkbox"/>	TV Episode	<input type="checkbox"/>	TV Movie
<input type="checkbox"/>	Video clip	<input type="checkbox"/>	Other (describe):		

PRODUCTION OVERVIEW:

Project Title:	
Date filming/photo shoot begins:	
Number of shooting days:	
Number of crew:	
Number of cast:	
Number of vehicles (private/commercial):	

Proposed Special Effects:

(Check all that apply)

<input type="checkbox"/>	Aerial stunts	<input type="checkbox"/>	Domestic or wild animals	<input type="checkbox"/>	Explosions
<input type="checkbox"/>	Human stunts (falling, jumping)	<input type="checkbox"/>	Imitation firearms	<input type="checkbox"/>	Pyrotechnics
<input type="checkbox"/>	Smoke/fog	<input type="checkbox"/>	Snow effects	<input type="checkbox"/>	Use of any chemicals
<input type="checkbox"/>	Use of open flames	<input type="checkbox"/>	Vehicle stunts	<input type="checkbox"/>	Water effects
<input type="checkbox"/>	Other (describe):				

Additional Details of Film:

(Check all that apply)

<input type="checkbox"/>	Child Actor(s)	<input type="checkbox"/>	Impersonation of ambulance staff	<input type="checkbox"/>	Impersonation of fire officers
<input type="checkbox"/>	Impersonation of military	<input type="checkbox"/>	Impersonation of police	<input type="checkbox"/>	Offensive language
<input type="checkbox"/>	Productions which depict subjects of a controversial nature (sex, nudity, etc.)	<input type="checkbox"/>	Scenes depicting students drinking alcohol, using drugs, or public drunkenness	<input type="checkbox"/>	Staging of accidents in public
<input type="checkbox"/>	Staging of crime	<input type="checkbox"/>	Violence of any kind		
<input type="checkbox"/>	Other (describe):				

Equipment to be used:

(Check all that apply)

<input type="checkbox"/>	Camera cars	<input type="checkbox"/>	Camera crane	<input type="checkbox"/>	Camera dolly on pavement
<input type="checkbox"/>	Camera dolly on track	<input type="checkbox"/>	Car(s)	<input type="checkbox"/>	Car with ext camera mount
<input type="checkbox"/>	Cherry picker	<input type="checkbox"/>	Cranes	<input type="checkbox"/>	Forklift
<input type="checkbox"/>	Generator	<input type="checkbox"/>	Hazard materials	<input type="checkbox"/>	Lighting stands
<input type="checkbox"/>	Rain machines	<input type="checkbox"/>	RVS	<input type="checkbox"/>	Scaffolding
<input type="checkbox"/>	Smoke/fog machines	<input type="checkbox"/>	Snow machines	<input type="checkbox"/>	Trucks
<input type="checkbox"/>	Other (describe):				

Site Location(s) Requested:

Location 1:					
Date(s) at this site:					
Set up time will begin:					
Start time of production:					
Estimated end time of production:					
Clean up of site will be completed by:					
<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?
<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site Alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?
<input type="checkbox"/>	Additional special needs:				

Location 2:					
Date(s) at this site:					
Set up time will begin:					
Start time of production:					
Estimated end time of production:					
Clean up of site will be completed by:					
<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?
<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site Alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?
<input type="checkbox"/>	Additional special needs:				

Location 3:					
Date(s) at this site:					
Set up time will begin:					
Start time of production:					
Estimated end time of production:					
Clean up of site will be completed by:					
<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?
<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site Alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?

<input type="checkbox"/>	Additional special needs:
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Location 4:					
Date(s) at this site:					
Set up time will begin:					
Start time of production:					
Estimated end time of production:					
Clean up of site will be completed by:					
<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?
<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site Alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?
<input type="checkbox"/>	Additional special needs:				

Location 5:					
Date(s) at this site:					
Set up time will begin:					
Start time of production:					
Estimated end time of production:					
Clean up of site will be completed by:					
<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?
<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site Alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?
<input type="checkbox"/>	Additional special needs:				

Location 6:					
Date(s) at this site:					
Set up time will begin:					
Start time of production:					
Estimated end time of production:					
Clean up of site will be completed by:					
<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?
<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site Alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?
<input type="checkbox"/>	Additional special needs:				

Location 7:					
Date(s) at this site:					
Set up time will begin:					
Start time of production:					
Estimated end time of production:					
Clean up of site will be completed by:					

<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?
<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site Alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?
<input type="checkbox"/>	Additional special needs:				

Location 8:

Date(s) at this site:					
Set up time will begin:					
Start time of production:					
Estimated end time of production:					
Clean up of site will be completed by:					
<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?
<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site Alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?
<input type="checkbox"/>	Additional special needs:				

Location 9:

Date(s) at this site:					
Set up time will begin:					
Start time of production:					
Estimated end time of production:					
Clean up of site will be completed by:					
<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?
<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site Alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?
<input type="checkbox"/>	Additional special needs:				

Location 10:

Date(s) at this site:					
Set up time will begin:					
Start time of production:					
Estimated end time of production:					
Clean up of site will be completed by:					
<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?
<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site Alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?
<input type="checkbox"/>	Additional special needs:				

NOTE: Any additional location sites need to be listed on an attachment!

A fee will be paid to the University of Michigan to offset any costs that the University incurs due to your production.

The University of Michigan encourages the production company to use University students as extras and production assistants under such terms as you choose to negotiate with them. In addition, it encourages representatives of the production company to make themselves available for classroom discussions of their work.

Will University student's talent be auditioned?	
If so, please estimate how number of roles to be cast locally:	

ADDITIONAL REQUIREMENTS:

- 1) A walk-through of all production locations with representatives of the Office of Associate Vice President for Facilities and Operations must be held at least 10 days before shooting is to begin.
- 2) The production company must provide a certificate of general liability insurance with limits of \$1 million per occurrence, naming the University of Michigan and its Regents, employees and agents as additional insureds, send the fax or email to Office of Associate Vice President for Facilities and Operations at least 10 days prior to the first set-up day.
- 3) If you are using University-owned equipment, you must furnish proof of insurance covering the equipment.
- 4) Fees will be charged by the University for any costs due to your production, including though not limited to, security, parking, electrical work, clean-up and other University employees' time at prevailing charge rates.
- 5) No filming will be permitted in classrooms or libraries during midterms and finals or at other relevant times in other sensitive areas. Scenes may not be shot in a classroom in use without express written prior permission of the faculty member.
- 6) The production company must allow University representatives unrestricted access to all University facilities being used for production.
- 7) Representation of the University of Michigan, in any manner, is not allowed and the "University" may not be identified as the location of the photographs, nor can any "University of Michigan" signage be incorporated in any photographs or films without express written prior approval.
- 8) Care on location:
 - Production companies must treat University property and grounds with care and respect. Reference the "GUIDELINE FOR USE OF THE UNIVERSITY OF MICHIGAN GROUNDS" for details on outside grounds usage on campus: http://www.fo.umich.edu/pdf/Guideline_for_Use_of_UM_Grounds.pdf
 - Care must be taken to protect grounds, facilities, furniture, and flooring
 - Film makers should always pay due consideration to the sensitivities of the community in which they are filming, and members of the public should be treated with respect and courtesy at all times.
 - Lighting and other equipment must not cause danger to the public. Cables should be covered with matting when crossing pavements. Warning cones and hazard tape should be used when appropriate.
 - Rubbish bins will be provided to the production and cleared regularly by the University's Grounds at a cost to the production.
 - University-owned objects belonging to the location must not be removed without prior agreement of the University.
 - The location must be returned to its original condition immediately upon completion of filming and all evidence of filming removed.
 - The production company must notify the University of any damage to the property. All damages to property will be the responsibility of the production company.
 - The University cannot provide any storage for the filming crew prior to or during filming sessions
- 9) Observing designated areas:
 - Film makers should limit their activities to the areas where they have been given permission to film
 - There should be no trespassing on Ann Arbor City or private land without their permission in writing.
 - No smoking areas should be observed and cigarettes should be stubbed out in ashtrays and disposed of in a responsible manner
- 10) Parking/vehicles:
 - Production vehicles and production staff should park only where agreed at pre-arranged times
 - Engines should be switched off on arrival
 - Vehicles can not cause obstruction to City Streets or University traffic flows.

- Loading & unloading needs must be disclosed and agreed upon before filming begins.
 - No vehicles may be placed on University grounds without the approval of the Office of the Associate Vice President for Facilities and Operations.
- 11) Health and Safety:
- It is the responsibility of the production to ensure that employees and contractors adhere to Health and Safety regulations when on location.
 - Production Company must have a qualified first aid person always present while on location.
 - Lighting and other equipment must not cause danger to the public. Cables should be covered with matting when crossing pavements. Warning cones and hazard tape should be used when appropriate.
 - University must have advance notice of all electrical needs (e.g., whether or not you provide your own generators). The University will decide on proper placement of generators on location.

The below-signed acknowledges that it will comply with the requirements described above:

Authorized Representative SIGNATURE:		Authorized Representative Printed Full Name:	
DATE:			

For further information, please contact:

Office of the Vice President for Communications
Fleming Administration Building
503 Thompson Street
Ann Arbor, MI 48109-1340
Phone: **(734) 763-5800**
Fax: (734) 936-0775

or **Office of the Associate Vice President for Facilities & Operations**
Fleming Administration Building
503 Thompson Street
Ann Arbor, MI 48109-1340
Phone: **(734) 615-9075**
Fax: (734) 615-6876