

## UC Santa Cruz University Library Student Film Shoot Guidelines

Thank you for your interest in the UC Santa Cruz University Library as a possible filming location. These guidelines have been developed to assist UCSC students in obtaining permission to film inside the University Library buildings.

Many areas of the Library buildings can be used for filming, subject to availability and time of year. Student film shoots, locations, and dates requested may not interfere with normal University Library business or scheduled events. Filming is not permitted near entrances or exit routes (including exits, stairwells, fire doors, or elevators). Because of the volume of traffic, interior locations are available on a case-by-case basis. The Library reserves the right to prohibit filming for any reason including the potential for disruption to academic/business/student activities, damage or alteration to Library property, or violations of the university's privacy policies and/or principles of community.

Permission to film is restricted to affiliates of UC Santa Cruz academic programs and the resulting images may not be used for commercial purposes.

No filming or filming related activities shall take place during the Library's regularly scheduled closed hours.

Depending on the size and nature of your film shoot, you may need to coordinate with:

- Campus Facilities: Grounds or Custodial maintenance, cleaning or prep
- Police, security, etc: May be necessary depending on time of day or external conditions (i.e. political climate, sensitivity or nature of production)
- Fire Safety Personnel: May be necessary depending on nature of production, equipment, special effects, etc.
- Parking: Any vehicles required for the shoot must be parked according to campus parking guidelines.

This is not an exhaustive list of services that may be required to support your film shoot.

The filmmaker represents and warrants that consent/release is obtained from students who appear on-camera and in wide shots.

Before you begin filming, please present your current student ID, a synopsis of your shoot and/or script, and a list of locations where you will be filming within the building to the staff employee working at the Circulation Desk.

**My signature indicates that I understand and will follow the above guidelines.**

\_\_\_\_\_  
Name--please print

\_\_\_\_\_  
Signature

**My signature indicates that this film shoot is authorized to take place on the following dates/times:**

\_\_\_\_\_  
Library Staff name (print)

\_\_\_\_\_  
Signature

Date/Time of film shoot: \_\_\_\_\_