



UCLA Events Office
168 Kerckhoff Hall
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Los Angeles, CA 90095-7213
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2011 Shorttakes Film Festival - Campus Permit Guidelines

These guidelines have been developed to simplify obtaining the *UCLA PHOTOGRAPHY, MOTION PICTURE, VIDEO AND TELEVISION PERMIT* and *FILM LOCATION AGREEMENT* for the 2011 Shorttakes Film Festival.

Because of increased University programming, academic & 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, Videotape, Still Photography and Digital Imaging.

The UCLA Events Office is responsible for all arrangements pertaining to filming on this campus including processing the film permit and supervising the film shoot, if necessary. The UCLA Events Office will screen and process all requests to film on campus.

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 of the following requirements have been met:

1. All exterior filming shall be permitted only if it does not interfere with normal University business and/or previously scheduled events. If there are scheduled events/activities, you are not permitted to film in the immediate location(s).

2. Indoor spaces must have a written approval by venue/facility manager(s) with specific date(s) and location(s).

You are responsible to obtain written approval per indoor locations before the Events Office can give final approval to film via UCLA Film Permit. Use of any location can only be approved with the consent of the venue holder and consideration of the surrounding areas & activities. Scheduled university events, regardless of size, take precedence over film shoots in determining location availability. The attached **Location Confirmation** must be signed by the venue/facility manager for indoor venue.

3. Special Effects/Stunts/Simulated Gun Fire are strictly prohibited without prior approval from the Events Office at any venue on campus.

4. You must carry your film permit while filming at UCLA.

RESTRICTED LOCATIONS

While most areas of the UCLA campus may be used for filming, some areas are not allowed to be filmed, including:

- a) Scheduled Classes/Private Events
- b) Health/Medical Center Buildings
- c) Murphy Hall
- d) Chancellor's Residence
- e) The Sculpture Garden

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/Building Manager/Event Manager, Fire Safety Officer, Custodial &/or Grounds Staff, University Police, Traffic Control, and Building Security.

FIRE SAFETY

UCLA is subject to California State Fire Code. Fire Safety officers are provided by UCLA. Certain locations requires approval from the Campus Fire Department. The Events Office will assist you in obtaining the proper fire permit, if required. To obtain a fire permit, please contact Steve Jurado at 310-825-8674.

PARKING

The student film maker is responsible to make all parking arrangement through Parking Services at 310-825-1286. Parking citations incurred while filming is the responsibility of the film maker.

FEES & PAYMENTS

The student film maker is responsible to make payment for venue charges/staffing charges that incur while filming. Please work with the specific venue/facility manager to make sure costs are taken care of.

PERMIT VIOLATION POLICY

The film permit will be cancelled by the UCLA Events Office if student filmmakers violate the Filmmaker's Code of Professional Responsibility and or fail to fully disclose all aspects of filming according to the permit guidelines and requirements.

CONTACTS for SCHEDULING OTHER CAMPUS LOCATIONS

Housing/Residence Hall area : Steve Greim, 310-206-9876, steve@orl.ucla.edu

General Assignment Classrooms: Classrooms available after 5pm only, see Stacey Tate at 168 Kerckhoff Hall

ASUCLA Student Union Complex/Kerckhoff Hall/Campus Restaurants: Janine LaCroix, 310-825-0788, jlacroix@asucla.edu

Other locations: Contact the UCLA Events Office for a list of appropriate contacts for other venues.

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. 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 signs must be approved prior to placement. Remove all signs posted to direct the company to the location.
5. Noise levels should be kept as low as possible. Amplified sound is not permitted without express permission of the University.
6. Cast and crew vehicles parked at the University must adhere to all legal requirements unless authorized by the film permit.
7. 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.
8. 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.
9. 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.
10. Observe the designated smoking area and always extinguish cigarettes in butt cans. If there are no butt cans nearby, the production company is responsible to provide butt cans for the cast and crew.
11. Appropriate behavior and respect shall be shown by all members of the production towards students, faculty, staff, and guests of the University.
12. Offensive or objectionable behavior will not be tolerated, individuals acting inappropriately shall be asked to be removed from University Properties.
13. The student film maker must comply with provisions of the permit at all times.

