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## **Title:** Filming on Campus

### Overview

This Procedure outlines the circumstances under which filming on the University campus may be allowed.

### Applicability of the Procedure

This University Operating Procedure (UOP) applies to all members of the University community, including, without limitation, employees (faculty, staff, temporary employees), students, contractors, consultants, affiliates of the University and the general public.

### Definitions

*A commercial shoot:* involves a production that will be distributed commercially or that is commissioned by a for-profit or nonprofit third party for fundraising, self-promotion, a public service announcement, or editorial use. Neither news shoots nor on-line classes (whether offered live or pre-recorded) are within the scope of this definition.

*A news shoot:* is filming by an established media organization.

*A project manager:* is the individual undertaking the filming or responsible for it.

*Campus images:* are still or moving images of UVM grounds or facilities that readily identify UVM by architecture, landmarks, signage, the appearance of prominent members of the UVM

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## Permit Exceptions

A permit is not required for incidental filming by a UVM student or employee, or a University-recognized group or organization creating work for non-commercial, educational or administrative purposes, provided that such filming can be done unobtrusively without interrupting campus programs, classes or activities, will not require any special campus services, and will maintain the privacy of others. In addition, no permit is required for incidental, unobtrusive non-commercial filming by the general public. Filming or videotaping that may be required as a reasonable accommodation for a disability is not subject to this UOP; requests for such filming should follow general procedures for determination of [reasonable accommodation](#).

## Safety

Each project is subject to a safety review conducted at the direction of University Communications. The University reserves the right to suspend or cancel a shoot if there is a demonstrated violation of safety standards. A project manager for the entity or group conducting the filming must be designated and is responsible for assuring that the activities in progress comply with all applicable city, state and University codes, statutes, regulations and policies, including fire codes, environmental and occupational safety and health rules, and privacy regulations.

The project manager may be required to show proof of insurance and make a damage deposit to be held in escrow by UVM. Any required deposit should be paid by separate check and will be held until filming is complete. The deposit will be refunded following satisfactory inspection by the University of all locations used for the shoot.

## Fees

The University reserves the right to charge fees for filming. Fees shall be set at the discretion of the University, considering such factors as the nature and extent of the use of the campus and/or its facilities and the impact on University operations and/or resources. University Communications, in collaboration with the Office of the Vice President for Operations and Public Safety and University Events Services, will establish usage fees.

## Contracting and Protection of University

Persons filming in or on UVM property may be required to enter into an agreement to specify any fees or deposits, to set the condition for filming, and to protect the University, its officers, employees and agents from and against any and all liability or loss to persons or property arising out of the use of UVM space. Office of General Counsel (OGC) is responsible for negotiating such agreements.

## Use of University Marks and Campus Images

Filming projects may not use the name of the University or its registered trademarks in any way that infringes on those marks. Use of the University's name and marks requires execution of a licensing agreement in accordance with the University's [Licensing Policy](#).

Filming projects may not use University campus images in a way that implies the endorsement of the University for a product, service or activity.

## Appeals

Appeal of a denial of permission to engage in film-making may be made to the [Office of the Profoeeng5 \(l\)-1.5 mpe](#)

## **Violations**

Violations of this UOP may result in disciplinary action against UVM community members through usual channels. Any persons found in violation of this UOP, regardless of whether University-affiliated, are subject to sanctions including cancellation of current contracts/agreements, revocation of permission to film, prohibition to enter into future contracts/agreements, issuance of a no-trespass order, and/or other