



The University Of

T A M P A

Filming Policy

Version: 7/21/2015

Effective Date: [Click here to enter a date.](#)

Policy Summary:

The purpose of this policy is to provide direction to anyone wishing to engage in filming on the campus of The University of Tampa. This includes photo and video shoots, both for personal and commercial purposes.

Applicability/Eligibility:

This policy applies to all UT community members, the public and the media.

Exceptions:

N/A

Policy Administration:

Mandating Authority:

(Check all that apply)

Federal Law

University President

Other: Senior Staff

State Law or Regulation

Accrediting Body

Responsible Office/Dept/Committee(s):

Name	Campus Address	Phone Number
Campus Safety	401 W. Kennedy Blvd	813-257-7777
Facilities Rental	Tampa, FL 33606	813 -253 -6238
Public Information		813-253-6232

Responsible Executive(s):

Name	Title	Phone Number
Kevin Howell	Director of Campus Safety	813-257-7777
Sandi Fernandez	Facilities Event Coordinator	813 -253 -6238
Eric Cardenas	Director of Public Information	813-253-6232

Policy Management:

Policy History: provide direction to anyone wishing to engage in filming on the campus of The University of Tampa. This includes photo and video shoots, both for personal and commercial purposes. The policy outlines the approval process and requirements for photographers and videographers. The policy applies to the UT community (faculty, staff, students, alumni) and all members of the public.

Date	Version	Reason for Change
6/30/2015	1.0	Initial policy draft
		(add as necessary)

Policy Approvals and Reviews:

Date	Organizational Group
7/21/2015	Senior Staff

Web Links:

Full Policy Text:

All filming on campus – photo, video, or otherwise – must be approved in advance by either the Office of Public Information and Publications or the Office of Facilities Rental.

All filming must be conducted in a manner that does not disrupt the academic process, student life and other activities taking place at the University. A requestor may not “control” locations, such as closing areas, blocking pedestrian and vehicular traffic, enforcing quiet zones, etc. Film crews are expected to be unobtrusive, respectful and follow all University policies and standards.

Requests must be given to the University, in writing, at least 72 hours prior to the proposed date and time of entering the UT campus for filming. Exceptions may be granted by UT administration.

The media is not subject to the filming policy, but it is strongly recommended that all news crews contact the Office of Public Information and Publications prior to entering campus to coordinate logistical matters (parking, expert sources, interviewing community members, etc.).

Filming may be approved in exterior public areas of campus. Any filming in a non-public area, such as a residence hall, faculty office or classroom, must be pre-approved by the Office of Public Information or Facilities Rental. Even upon approval, filming shall not be used to monitor or record an area where there is a reasonable expectation of privacy in accordance with accepted social norms (i.e. aquatic center, fitness center, etc.).

Filming done by UT community members in pursuit of academic purposes is exempt from the policy. However, community members are strongly advised to contact the Office of Public Information or the Office of Campus Safety if their shoot may impact in any way the normal operations of the UT campus. If students use a space for filming, the filming must be approved by their advisor and the space is to be officially reserved by their professor and their university department. By policy, students are not permitted to reserve space for individual use.

All commercial shoots will be subject to a filming fee, depending on the complexity of the shoot, and under discretion of UT administration (see attached fee schedule).

Requestors are required to:

- 1) Sign an executed Film Location Agreement (see attached);
- 2) Provide a certificate of liability insurance naming The University of Tampa Inc. as an additional insured on the certificate as outlined (see description within Film Location Agreement) in advance of arriving on campus;
- 3) Contract with Facilities Rental if the shoot requires significant coordination, manpower, or the reservation and use of any campus facility.

Persons in violation of University policy may be dealt with accordingly, including, but not limited to, being removed from campus and receiving a written directive to remain off campus. Contractors and vendors are expected to comply with this policy and contract terms.

Staff and faculty violations may be resolved in accordance with HR policies.

Any filming requiring the use of drones, unmanned aerial vehicles is subject to both this policy and the Unmanned Aerial Vehicle (UAV) and Drone Policy.

Definitions:

Additional Information and Resources:

Film Location Agreement (attached)

Film Fee Schedule (attached, subject to change)