

Filming, Videotaping, and Photographing on Campus

Thank you for your interest in filming at Georgia State University. Georgia State's primary responsibility is to the learning environment of its students. Thus, permission to film on campus will be granted only if Georgia State University determines that it is in the University's best interests to permit such filming. The University reserves the right to deny permission to film on campus.

Type of Request:

There are three types of filming requests:

1. A *student production* is a project that is being filmed as part of a classroom assignment and is not destined for commercial broadcast or other use.
2. A *news shoot* is a production by a recognized news organization.
3. A *commercial shoot* is defined as any production that will be distributed for commercial use and includes retail sales, advertiser-supported programs, educational programs, feature films, or commercial advertisements.

Notification Requirements:

Filming on Georgia State's property is permitted only if it does not interfere with normal University business and/or previously scheduled events.

Any student who wishes to film on campus and any student or third party interested in filming news shoots on campus must contact [Andrea Jones](#), Director of Communications, in [University Relations](#) at (404) 413-1351 for approval at least ten (10) business days prior to filming.

Those interested in filming commercial shoots on campus must submit a filming request to [Andrea Jones](#) in [University Relations](#) at least thirty (30) days in advance of the desired shooting date(s). Such requests should provide copies of the final script and an explanation of how the subject matter will be handled. If the shoot is approved by [University Relations](#), the requesting party must then execute a

Facilities Use Agreement (the University's standard form) with the University as well as follow the guidelines set forth below.

Any filming on campus may be rejected in the event it involves depictions of drug usage, excessive violence, nudity, racism/sexism or if deemed to be obscene, overly sexually explicit or in any way derogatory toward higher education, including anything that portrays students or faculty in a negative manner.

Fees:

The University retains the right to charge location fees and/or a deposit for any commercial shoots. Such fees shall be determined, in the University's sole discretion, according to the length of the shoot, the site(s) used on campus, and the University resources required to assist with such shoot. Rescheduling due to inclement weather or other adverse conditions may require additional fees. Additionally, a fee may be charged if a commercial shoot is canceled less than 48 hours before the production is scheduled to begin.

Damages:

An additional damage deposit may be required for all commercial shoots. The amount will be set on a case-by-case basis. The deposit will be used to correct any damage to University facilities and/or to offset any additional fees owed by the production company. The deposit should be paid by separate check and will be held until completion of filming. The check will be refunded in full after satisfactory inspection of the location(s) by the University.

Scouting:

Scouting visits for commercial shoots must be arranged with [Andrea Jones](#) in [University Relations](#). If it is determined that research and scouting visit(s) will take more than three hours, the University has the

right to charge a non-refundable fee of \$100 per hour payable to the University prior to such scouting visit. Any such fee will be applied to the overall usage fee if a Facilities Use Agreement is executed.

University Identity:

Student productions, news shoots, and commercials shoots should not use the name of the University nor any University logos, signage, or other identifying marks without prior written authorization from [University Relations](#) and/or the [Office of Legal Affairs](#).

Safety:

Each proposed student production, news shoot, and commercial shoot is subject to safety reviews by [University Police](#). Violation of safety standards set by [University Police](#) may result in immediate withdrawal of permission to film on University grounds.

Release:

Those who choose to film on Georgia State's campus agree to indemnify and hold harmless Georgia State University and the Board of Regents of the University System of Georgia from any and all liability or loss due to death or personal injury to any person or from damage to property arising from or out of the commercial entity or news crew's temporary occupancy and use of Georgia State facilities, regardless of fault. Georgia State University shall not be liable to any commercial entity or news crew in damages or otherwise for injury or loss suffered by any person arising from any defect in construction, maintenance or operation of Georgia State facilities.

Insurance:

All commercial production entities must, at their own cost and expense, obtain and maintain public liability insurance covering the period of their occupancy and use of Georgia State facilities, such insurance to be obtained from a reputable insurance company legally licensed and authorized to transact

business in the State of Georgia, with limits of not less than \$1,000,000.00 for all damages arising out of bodily injuries to or death of one person, a total of \$1,000,000.00 for all damages arising out of bodily injuries to or death of two or more persons in any one accident, and a limit of not less than \$1,000,000.00 for all damage to or destruction of property in any one accident. This public liability policy shall insure the production entity against any liability, damage, claim or demand in any way arising out of or in connection with its occupancy or use of Georgia State facilities. Failure of a commercial production entity to provide proof of insurance as provided above will terminate any permission to shoot on University grounds.

Date Reservation:

Reservations for non-University individuals and organizations shall remain tentative until an executed Facilities Use Agreement, insurance certificate and deposit (if any) are received by the [Office of Legal Affairs](#).