**Standard Operating Procedures for**

**The Use of NC State Campus for Commercial Photography, Filmmaking and Videotaping**

Authority: Vice Chancellor for University Advancement

History: First Issued, May 1, 2011.

Related Policies: [**NCSU REG01.25.06 - Use of the University's Names, Marks, Symbols, Images, and Copyrights**](http://policies.ncsu.edu/regulation/reg-01-25-06)

[**NCSU REG04.00.05 - Use of NC State Campus for Commercial Photography, Filmmaking and Videotaping**](http://policies.ncsu.edu/regulation/reg-04-00-05)

Contact for Info: Chief Communications Officer (919) 515-1480

# Introduction

# Regulation 04.00.5 outlines the need for NC State University (university) approval, various production considerations, and the evaluation requirement when the use of NC State Campus is contemplated for the purposes of commercial photography, filmmaking and videotaping. This Standard Operating Procedure addresses how this can be accomplished.

# Submission of Detailed Information

Anyone wishing to film on campus for commercial purposes must submit detailed information about the proposed project in writing (i.e., locations; days and hours of shooting; number of people involved in each day's shooting; type of activity to be filmed; list of equipment and vehicles used in connection with the filming; and number, size and composition of structures involved). This information and a script must be submitted to the video coordinator (below) for review at least two weeks before the filming. This requirement can be waived for smaller productions at the discretion of the university.

# Process for Smaller Projects

A streamlined process will be applied to requests for still photo and simple video shoots. Proper information concerning the projects -- client, purpose, desired location, distribution – must still be submitted to the video coordinator to be considered.

# Responsibility for Making Arrangements

University Communications is responsible for all arrangements pertaining to filming on campus. All offices providing services that are involved, including parking and public safety, depend on this office to screen requests. Arrangements must be made by the requestor for any required university service units in advance.

# Liability

A commercial general liability insurance certificate with limits of $1 million per occurrence, naming North Carolina State University and its employees and agents as additional insured’s, must be filed with the video coordinator at least 10 business days prior to the first set-up day. Requests will be forwarded to university Purchasing Office for approval. In addition, if the entity wishing to film at NC State has three or more employees, it must furnish proof of Workers' Compensation insurance.

# Damage Deposit

The university reserves the right to require production companies to make a damage deposit prior to the arrival of any production vehicles on campus. The damage deposit will be refunded in full when the shooting locations are inspected by university officials and found to be in satisfactory condition. Special arrangements can be make for small productions.

# Contractual Agreement

The university will consider a shoot confirmed when a contract has been signed. The contract must contain a hold-harmless clause approved by university counsel. The university must have the client's insurance certificate, damage deposit, and signed contract at least one full business day before set-up begins. At that point, the conditions in the contract become operative.

# Fees

Some campus units may have their own facility’s utilization rates. Staff time for University Communications must be paid by the contracting production company at a rate of $45 per hour. Initial contact to the office named below must state the willingness to accept these charges and indicate a billing address and telephone number. These charges will be billed even if the production is canceled.

Please direct all inquiries to the Video Coordinator for University Communications, Campus Box 7603, NC State University, Raleigh, NC 27695 (919-515-3871). Contacting individual offices will slow down the process, not expedite it.