

DEPAUL UNIVERSITY



Student Filming/Photography for Academic Purposes on Campus

Category: Academic Affairs - Operational

Responsible Department: Academic Affairs

Responsible Officer: Provost

Effective Date: 3/28/2018

Policy Summary

Students who are filming/photographing as part of an academic project are allowed to do so on campus and in DePaul University facilities, providing this policy and its accompanying procedures are adhered to.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy only applies to DePaul University students using DePaul facilities for filming/photography academic projects, related to their coursework.

Procedures for internal/external media and outside entities can be found [at this link](#).

Although this policy does not apply to student media or individual students doing course projects, they are **not** exempted from the Endorsements or Trademark and Licensing Policies.

Procedures for students filming/photography for academic purposes off-campus can be found [at this link](#)

Policy

1. Students who are filming/photographing as part of an academic project are allowed to do so on campus and in DePaul facilities, providing this policy and its accompanying procedures are adhered to. For the purpose of this policy, photography refers to a photo shoot or other larger scale projects with a cast and crew of more than 3 people.

2. Students must request permission to film/photograph from the applicable space manager and/or event sponsor no less than 72 hours before filming. Lack of proper notice will be considered a reason to deny a request for filming/photographing.
3. In the event the space requested is not available, the applicable space manager will work with the student to secure another date/time.
4. If permission to film/photograph is granted, students are also required to notify Public Safety on that campus regarding the time, date and location of their scheduled filming/photographing. Students must also provide Public Safety with a list of crew members and DePaul ID numbers, the cast, and any other members working on the film who may not be affiliated with DePaul. Public Safety must be notified no less than 24 hours before filming.
5. Release forms are required for all student film/photography projects. Student/film/photography crews shall honor the request of any students, faculty or staff members who decline to be filmed/photographed while on campus. Digital copies of the signed release forms must be retained by the school/college from which it originates for the film/photography project for two years after completion of the project. A complete list of release forms required for all student film projects can be found on the CDM webpage: [http://www.cdm.depaul.edu/Current Students/Pages/Forms.aspx](http://www.cdm.depaul.edu/Current%20Students/Pages/Forms.aspx)
6. Audio of a conversation cannot be recorded without consent of the individual or individuals.
7. Students do not need permission to film/photograph exterior common areas on campus. However, DePaul regulates the use of its name and corporate marks in film projects distributed outside the university. Filmmakers must receive approval of Public Relations and Communication and Enrollment Management and Marketing to use DePaul's name or corporate marks in accordance with the Endorsements and University Logos and Signature policies.
8. Signs must be posted in visible locations when filming crowd scenes notifying people they are being filmed. In addition, students must verify and concede to any filming restrictions specified in event contracts prior to filming.
9. Filming/photographing should not interfere with the normal flow of traffic or campus safety. Exits cannot be obstructed; equipment and staging cannot create tripping hazards. There is an expectation that privacy be respected, and therefore, no filming/photography is allowed in bathrooms, exercise facilities, locker rooms or elevators.
10. Once filming has begun, the space manager and/or event sponsor may withdraw permission at any time if the filming is determined to be disruptive to campus activities or university business.

11. Filming/photography in any area of the residence hall without prior permission of the Department of Residential Education is prohibited.
12. Student film/photography crews should carry their student IDs with them at all times during filming/photographing to ensure Public Safety and university administrators can confirm that they are DePaul students and not external entities filming/photographing commercially.
13. Filming/photographing on days/hours when buildings are closed will be prohibited without special permission from a faculty advisor and Public Safety (fees may apply).
14. A real gun, weapons and live ammunition are never permitted in any DePaul student film. When a prop gun or weapon is used, students must receive prior approval in writing from the School of Cinematic Arts Production Office. The producer must notify people in the vicinity of filming and signs must be posted in visible locations stating, "Student Filming in Progress - Prop Firearms in Use." To obtain approval, students need to complete the Prop Firearm Authorization form available from the Production Office:
production@cdm.depaul.edu.
15. Films requiring stunts must hire a certified stunt coordinator. Contact the Chicago Film Office for references:
http://www.cityofchicago.org/city/en/depts/dca/provdrs/chicago_film_office.html/
16. Faculty members who assign student film/photography projects are responsible for making students aware of DePaul's policies for student filming/photographing on campus and ensuring students follow the rules and guidelines outlined in this and other appropriate university policies.
17. If, after complying with these requirements, students encounter unreasonable interference to their filming/photographing by DePaul employee(s) or fellow student(s), they should contact their faculty member for assistance.

Procedures

1. Students are required to complete a "Student Filming/Photography Permission Form." (See section IX. Appendices.)
2. The following should be contacted for permission to film in common spaces, i.e. those open to the public.
 - Academic Buildings on the Loop or Lincoln Park Campus (except the CDM Building): academicspace@depaul.edu
 - CDM Building: production@cdm.depaul.edu
 - Lincoln Park and Loop Student Centers: studentcenters@depaul.edu

- Ray Meyer Fitness
Center: <https://campusrec.depaul.edu/facility/Pages/FacilityRentals.aspx>
- DePaul University Library: <http://library.depaul.edu/get-help/ask-a-librarian/Pages/Email-a-Librarian.aspx>
- The Theatre School Building and Merle Reskin
Theatre: <https://theatre.depaul.edu/about/Pages/contact-us.aspx>

3. The following should be contacted for permission to film in classrooms or closed spaces, such as offices.

- Lincoln Park Classrooms: <https://rooms.depaul.edu/>
- Loop Classrooms (except the CDM Building): <http://offices.depaul.edu/student-centers/event-management/loop-conference-services/Pages/default.aspx>
- CDM Building: production@cdm.depaul.edu
- Residential facilities: <http://offices.depaul.edu/housing/about/Pages/contact-us.aspx>
- DePaul University Library Room Reservations: <http://depaul.libcal.com/>
- Ray Meyer Fitness
Center: <https://campusrec.depaul.edu/facility/Pages/FacilityRentals.aspx>

4. To film/photograph an event, students must get permission from the event sponsor, the Office of Public Relations and the applicable space manager.

5. Once the above permissions have been granted, Public Safety can be contacted at the following:

If you are filming/photographing in the Loop, contact either:

Kevin Connolly (Assistant Director)
312/362-8344
kconnol8@depaul.edu

Latonia Carter (Support)
312/362-8631
lcarter@depaul.edu

If you are filming/photographing in Lincoln Park, contact either:

Mike Dohm (Assistant Director)
773/325-7771
mdohm@depaul.edu

Diane Moretti-Schmit (Support)
773/325-7761
dmoretti@depaul.edu

Specific contact information for individuals is given above. In the case that there are difficulties reaching individuals, please contact the following offices for assistance:

CDM Production Office: production@cdm.depaul.edu, 312-362-6862

CDM, Office of the Dean: 312-362-5132

Divisional Collaborations

School of Cinematic Arts, College of Computing and Digital Media
Office of Public Relations and Communications
University Marketing Communication
Public Safety
Dean of Students
Student Centers

Contact Information

CDM Production Office: production@cdm.depaul.edu, 312-362-6862

CDM, Office of the Dean: 312-362-5132

Appendices

[Student Filming/Photography Permission Form](#)

History/Revisions

Origination Date: 05/06/2015

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Next Review Date: N/A