

## Royal Holloway, University of London Filming Policy

There are generally three types of filming enquiries:

1. Media/Alumni – PR value, specific reference to Royal Holloway
2. Internal - staff and student projects; Departmental recruitment purposes
3. External – income generation for College from location fees

**NB. Any major filming project must be subject to a risk assessment submitted to the College Health and Safety Adviser in advance to allow sufficient time for any deficiencies to be identified and corrected.**

### 1. Media, PR value, no fee

**Responsible: Press Office (x3552)**

- a) TV companies wishing to use campus as a location and will specifically refer to Royal Holloway or credit us in some way (no fee)
- b) TV or Radio programmes interviewing academic experts on campus (no fee)
- c) Alumni wishing to produce film on campus for own purposes (usually no fee)

Press Office undertakes the following:

- Checks with Security/relevant department that access can be gained to relevant areas on the dates given
- Checks with Sales & Marketing/Timetabling regarding availability of rooms as applicable
- Ensures power supply will be sufficient – check with film company, Sales & Marketing and Estates
- Ensures receipt of Public Liability Insurance certificate from filming company
- Provides film crew with letter of permission to film from Press Office
- Reserves sufficient parking spaces via Security ([SecurityRHUL@rhul.ac.uk](mailto:SecurityRHUL@rhul.ac.uk) copy [Richard.Mallett@rhul.ac.uk](mailto:Richard.Mallett@rhul.ac.uk))
- Ensures that Royal Holloway is correctly credited
- Meets and greets film company and checks on them throughout filming

### 2. Internal

- a) **Staff or Departments employing film company for their own purposes eg. recruitment or marketing (no fee)**

**Responsible: Relevant staff member carrying out the project**

Steps to take before permission given to film company:

- Check with Press Office that there are no foreseeable problems
- Check with Security that access can be gained to relevant areas on the dates given
- Check with Sales & Marketing/Timetabling regarding availability of rooms as applicable
- Ensure power supply will be sufficient and check what adjustments might be made to rooms/equipment
- Ensure receipt of Public Liability Insurance certificate from filming company
- Obtain letter of permission from Head of Department/senior administrator, copy of which is given to film crew
- Reserve sufficient parking spaces via Security ([SecurityRHUL@rhul.ac.uk](mailto:SecurityRHUL@rhul.ac.uk))
- Ensures that Royal Holloway is referred to correctly
- Meet and greet film company and check on them throughout filming

- b) **Students undertaking projects as part of academic programme**

**Responsible: Student carrying out the project/Tutor setting the project**

Steps to take before permission given to student:

- Student to recce potential location and identify who is responsible for its management; depending on the actual location, this may come under Timetabling, Sales & Marketing, Security, an academic or administrative departmental administrator, Students' Union (particularly for evening or weekend use of academic spaces), etc. (see contacts below)
- Student emails a formal request to relevant manager, cc their course tutor and always using RHUL email addresses, to obtain feedback on availability for the date(s) and times required
- Student to complete Location Safety Form (including location safety risk assessment), downloadable from Media Arts website <http://www.rhul.ac.uk/media-arts/facilities/SafetyFormweb.doc>
- Student to ensure that Tutor reviews the Location Safety Form. Course tutor will grant approval by emailing the form to [locationsafety.media-arts@rhul.ac.uk](mailto:locationsafety.media-arts@rhul.ac.uk) to enable student to book equipment with the Media Arts Centre Location Store
- Copy of Location Safety Form to be made available to the location's manager on request
- Student to check with Security that access can be gained to relevant areas on the dates given and, for interior filming, with the relevant building contact eg. catering, library, accommodation

### 3. External - income generation

#### Responsible: Sales & Marketing

Enquiries from external film or photographic companies. Fee negotiated between S&M and location manager depending on the number of sites to be filmed, length of film schedule and potential disruption to campus. Weekends or outside term-time are preferable.

S&M undertakes the following:

- Meets with the Location Manager to discuss their requirements and to give them a Filming Checklist for our needs before we can proceed with an enquiry.
- Checks with Head of Projects (Estates) about the feasibility of filming
- Checks availability of rooms as applicable
- Notifies security
- Takes 'before and after' photographs of the areas being filmed (in case of damage)
- Ensures power supply and other needs will be sufficient (or can be met)
- Ensures receipt of Public Liability Insurance certificate from filming company
- Reserves sufficient parking spaces via Security
- Meets and greets film company and checks on them throughout filming
- Confirms all details on the Location agreements, which have been agreed by both parties prior to filming.
- Invoices Location Manager
- Consult FM Policies & Procedures regarding event project management

#### Useful contact numbers:

Requests by film companies/media to interview academics or campus; PR value for College; no fee charged  
 Press Office, External Relations  
 Tel: x3552  
 Email: [simon.doyle@rhul.ac.uk](mailto:simon.doyle@rhul.ac.uk)

Requests from external film companies to use RHUL as location only; no PR value; fee charged  
 Sales & Marketing, Facilities Management  
 Tel: x3045  
 Email: [sales-office@rhul.ac.uk](mailto:sales-office@rhul.ac.uk)

#### Facilities Management contacts:

Centrally bookable meeting rooms, or vacation time meeting rooms and classrooms  
 Sales and Marketing x3045, Founder's West 39  
 Email: [sales-office@rhul.ac.uk](mailto:sales-office@rhul.ac.uk)

Timetabling – to check availability of rooms during term-time  
 Tel: x3344  
 Email: [timetabling@rhul.ac.uk](mailto:timetabling@rhul.ac.uk)

Availability of centrally bookable teaching rooms can be viewed at: <http://nts41.rhul.ac.uk:8000/>

Security – to inform about filming taking place and reserve parking spaces  
Email: [SecurityRHUL@rhul.ac.uk](mailto:SecurityRHUL@rhul.ac.uk)  
(copy Richard Mallett, Head of Security Services [richard.mallett@rhul.ac.uk](mailto:richard.mallett@rhul.ac.uk))

Facilities Management Catering Areas, eg Hub, Founder's, Kingswood Dining Halls, 8Bar9, Café Jules,  
Crosslands  
Head of Catering c/o Catering Administrative Assistant x4473, Founder's West 45

Halls of Residence  
Customer Services Manager c/o Founder's Customer Services x3052  
Hub Customer Services x3285  
Kingswood Customer Services x6175  
Accommodation Services Manager, Hub 0-07 x3036

Founder's Quads  
Security Manager, Founder's East 37  
Email: [SecurityRHUL@rhul.ac.uk](mailto:SecurityRHUL@rhul.ac.uk)

Chapel – to request permission to film inside  
Chaplaincy Administrator  
Tel: x3950  
Email: [chaplaincy@rhul.ac.uk](mailto:chaplaincy@rhul.ac.uk)

Picture Gallery - to request permission to film inside  
Sales & Marketing  
Tel: x 3045 Email: [sales-office@rhul.ac.uk](mailto:sales-office@rhul.ac.uk)  
**AND** Security – to ensure security guard present at all times