**Department of Media Arts**

**Campus film locations:**

**Provisional booking form**

Permission for filming will need to be granted by one of the following groups, depending on the location you wish to film in. Please send the form to the relevant contact only.

|  |  |  |
| --- | --- | --- |
| Location | Contact | e-mail address |
| College Accommodation including surrounding areas | Accommodation Services | [CustomerServices@rhul.ac.uk](mailto:CustomerServices@rhul.ac.uk) |
| Outside Space | External Space Manager | [Mark.Nettleton@rhul.ac.uk](mailto:Mark.Nettleton@rhul.ac.uk)  [Joanna.Westover@rhul.ac.uk](mailto:Joanna.Westover@rhul.ac.uk) |
| Academic Departments | You will need to contact the Department directly for permission | |
| Teaching Rooms | Media Arts Admin Team | [mediaarts@rhul.ac.uk](mailto:mediaarts@rhul.ac.uk) |
| All other areas | College Space Team | [Mark.Nettleton@rhul.ac.uk](mailto:Mark.Nettleton@rhul.ac.uk)  [Emma.McMahon@rhul.ac.uk](mailto:Emma.McMahon@rhul.ac.uk) |

To provisionally book a filming location, the Media Arts Location Provisional Booking form (below) should be completed and emailed to the relevant contact above. (Please allow one week for a response)

Once you have received **provisional confirmation** that the location is available on the dates you’ve requested, you will be required to complete the safety risk assessment using our *Production Buddy* on-line system, have it approved by your practice course tutor, and to submit a copy to the relevant contact above. Once the forms have been submitted and approved, a confirmation email will be sent giving you permission to film.

**Anyone caught filming without the necessary permissions will be subject to disciplinary action being taken.**

When requesting permission to film in bookable accommodation, Accommodation Services will only be able to hold the room for 24 hours. You will be required to complete the safety risk assessment & get your tutor to sign it off within that time frame to fully reserve the room for filming. The only other way to reserve bookable accommodation would be to pay for the room.

The person granting permission is responsible for notifying Security of the request and for checking the area is available on the requested date and time for filming.

Media Arts Location Provisional Booking Form

To be completed by the student

|  |  |
| --- | --- |
| Date, time & duration of Filming | Click here to enter text. |
| Number of people involved | Click here to enter text. |
| Lead contact name, telephone number and e-mail address | Click here to enter text. |
| Name of Tutor | Click here to enter text. |
| Brief overview of what’s being filmed | Click here to enter text. |
| Location and area of filming – be specific, provide photos where possible | Click here to enter text. |
| List associated equipment, props etc | Click here to enter text. |

To be completed by person granting permission

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Date | Click here to enter text. |
| Any other information | Click here to enter text. |